

## CTBUH Director of Business Development

### ABOUT CTBUH

The Council on Tall Buildings and Urban Habitat (CTBUH) is the world's leading non-profit organization for all those interested in the future of cities. It explores how increased urban density and vertical growth can support more sustainable and healthy cities, especially in the face of mass urbanization and the increasing effects of climate change worldwide. Unlike other professional societies and associations, CTBUH is a multi-disciplinary organization, providing networking opportunities for the world's leading companies involved with all aspects of the urban habitat.

CTBUH brings its diverse, international membership together through its work on technical and topical committees, international chapter meetings, competitions, regional conferences, and a premier international conference each year. The opportunities for CTBUH Business Development are as broad as the full scope of businesses around the world.

### WHO WE'RE LOOKING FOR

We're looking for a US-based, highly skilled Director of Business Development to help promote our offerings to existing and new industry segments through new memberships, sponsorships, grants, and strategic engagements. This position will have the opportunity to identify key companies to engage within key industry segments, develop proposals and represent the Council. Our ideal candidate will have an extensive business development background, including international experience, with proven high performing sales results, as well as experience engaging industry executives.

### POSITION LOCATION

CTBUH is headquartered in Chicago, Illinois, with offices in Italy and China. The team in Chicago is made up of 30 staff members, including marketing, events, IT, membership, research, academic, business development, finance & administrative departments, as well as executive staff. This position will be part of the team in Chicago, with the opportunity to work remotely.

### ESSENTIAL RESPONSIBILITIES

- Create a business development strategy, informed by the organization's strategic objectives and revenue goals
- Coordinate actions with Regional Directors and other departmental managers in the organization to identify key industry segments and target companies for engagement with CTBUH, spanning membership, sponsorship, research, and charitable contributions, amongst others
- Identify and test value propositions of discrete services and offerings with targeted industry segments, working with product and program leaders
- Create, maintain, and advance an active sales pipeline using Salesforce to achieve revenue targets
- Secure funding for sponsorship of the annual International Conference from both international and domestic companies (i.e. US\$2,000,000+ targeted annual sponsorship sales)
- Report status of sales pipeline to all stakeholders on a regular basis providing insights on each opportunity
- Create professional proposals that leverage bundling of relevant services and offerings to create the optimal possible development opportunity
- Report directly to the CEO and work closely with the management team including the regional directors
- Build relationships with key contacts, including prospective and existing members, sponsors, trustees, and committee and chapter leaders; and develop strategic partnerships with key industry stakeholders of influence

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## REQUIRED QUALIFICATIONS

- Bachelor's degree, preferably in Marketing & Sales, Accounting, Business Administration, International Relations, Architecture, Urban Planning, Engineering, or related fields
- A winning record of closing significant B2B sales of services, sponsorships and/or products, with experience in international sales
- A proven record of establishing strategic partnerships
- Experience in managing a team of at least 2 people
- A positive, self-starter attitude and enjoy working in a team environment; experience interacting with senior executives, exhibiting discretion and professional bearing

## PREFERRED QUALIFICATIONS

- Experience in working in a hybrid (in person/remote) collaborative environment
- Partner relations and/or international business experience; marketing or product management experience; and foreign language skills a plus

## OTHER REQUIREMENTS

- National and international travel, as needed
- Travel to key CTBUH events including annual conference, as needed

## WE OFFER

A competitive salary and generous benefits package, including health, dental, vision, and life insurance; a 401(k) plan with employer contributions; a location in downtown Chicago, close to public transportation; on-site gym and bike storage room; and bonus time off between Christmas and New Year's Day, in addition to standard holidays and a generous PTO allowance

## EQUAL OPPORTUNITY EMPLOYER

CTBUH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

We believe at CTBUH that our work benefits from the diverse perspectives of our staff and the community we serve. We encourage applicants to review our diversity statement at [ctbuh.org/edi-committee-statement](https://ctbuh.org/edi-committee-statement).

## HOW TO APPLY:

Qualified applicants should send a **cover letter**, explaining why you would be ideal for this role, along with a **resume** to: [careers@ctbuh.org](mailto:careers@ctbuh.org).