



Business Development Associate (Studio & Fabrication)

Location: Brooklyn, NY

Posted: May 14, 2021

Type: Full-time

Overview

We are seeking a full-time Business Development Associate (BD Associate) to join our team starting June, 2021. The BD Associate will work closely with the Business Development Managers of our Studio and Fabrication divisions on wide-ranging initiatives aimed at securing new work and long-term growth. By identifying strategic opportunities and potential partners, the BD Associate performs a vital role in developing a robust pipeline of new projects which allows our multidisciplinary firm to thrive.

Day-to-day, the person in this role will focus on client outreach and potential project opportunities. In addition to lead generation and streamlining our channels for handling inquiries and proposals, they will support the Business Development Managers in client relations and external events. On an ongoing basis, this person will also conduct periodic market research and analysis to support the development and execution of business strategies as well as targeted marketing campaigns.

As part of a dynamic marketing team, every role in marketing and business development requires flexibility and collaboration in order to achieve both larger goals that are shared firm-wide and targeted objectives that are specific to each division.

We offer great benefits, reasonable working hours, and the opportunity to support creative, thoughtful projects in a studio/shop environment. Benefits include health (including two fully paid options), dental, and vision insurance, life and long term disability insurance, company holidays, two weeks paid vacation, pregnancy/parental leave and subsidized CitiBike memberships.

About You

We imagine you might be a process-oriented person who is balanced by a broad and genuine interest in other people. You have probably been working in a marketing- or business-related field for a year or two, and you want to apply the same kind of strategic- or systems-based thinking to new challenges at an innovative company.

Your experiences have equipped you with a solid understanding of data-based workflows (like spreadsheets and CRM's) and the ability to take on detailed challenges without losing sight of larger goals. You can leverage these skills to develop nuanced contact lists, reach strategic partners, identify key stakeholders or cultivation targets, and balance wide-ranging responsibilities to meet ambitious deadlines. You are probably great with organization and can easily give structure to evolving workflows.

At your core, you are passionate about people and excited by design. As someone who is keen on producing their best work, you understand that open communication—both internally and externally—is key to achieving that goal.

Qualifications

- Bachelor's degree or higher
- 1-2 years of professional experience in Marketing or Business Development
- Familiar with CRM software, Adobe Suite, G-Suite, and spreadsheets
- Strong communication skills (digital and written)

SITU

Brooklyn Navy Yard, 141 Flushing Ave
Bldg 77, Suite 508, Brooklyn, NY 11205
(718) 237-5795
situ.nyc



- Excellent organization, project management and time management skills in a fast-paced working environment
 - Ability to work both independently and collaboratively on teams
 - Must be eligible to work in the U.S.
-

About Us

SITU was founded in 2005, in Brooklyn, New York, by four friends studying architecture at the Cooper Union. We've shaped our practice out of the multi-disciplinary style of our education, and have grown through clients who value a progressive approach to problem-solving. We now employ a staff of 35+ people.

Our process is client-specific, adaptive and driven by a diversity of deep knowledge, untethered from any stylistic or formal agenda. This allows us to work out of bounds, using new tools of architecture to generate unique outcomes.

Our practice is composed of three divisions—Studio, Research, and Fabrication—that work collaboratively while providing individual services. This keeps prototyping, research and development, and hands-on craft elemental to our creative process.

For more information about our practice, please visit our website at www.situ.nyc.

Application Instructions

Send a cover letter, resume, at least three relevant work samples, and three references—all combined into one pdf—to work@situ.nyc with the subject line, "**BD Associate**"

SITU is committed to diversity, equity, and inclusivity in the workplace and beyond. We encourage all of our employees to bring their original, authentic, and multifaceted selves into the company. As an equal opportunity employer, we do not discriminate based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status. We highly encourage all qualified candidates to apply.