

Assistant Director of Business Development

Location: Overland Park, Kansas (Hybrid)

Department: Business Development

Reports To: Executive Leadership Team

Employment Type: Full-Time

Travel: Up to 25% across the U.S. and Canada

Job Objective

Arrowhead Contracting is seeking a visionary and results-oriented Assistant Director of Business Development to lead and expand its strategic initiatives across core sectors such as federal contracting, environmental remediation, infrastructure, and commercial construction. The successful candidate will have a demonstrated ability to drive business growth, lead a high-performing team, build strategic relationships, and develop innovative go-to-market strategies. This role will involve close collaboration with internal departments and external partners to identify, evaluate, and pursue new opportunities that align with the company's mission and long-term growth goals.

Key Responsibilities

- Lead the development and implementation of long-term strategic plans to identify and enter new markets.
- Conduct market research and analysis to identify industry trends, emerging opportunities, and competitive threats.
- Manage and mentor a team of Business Development Managers and Analysts, fostering a culture of accountability, innovation, and success.
- Lead the proposal development, pricing strategies, and contract negotiations for all company opportunities.
- Forge and maintain high-level relationships with federal agencies, commercial clients, tribal nations, subcontractors, and industry influencers.
- Collaborate with internal stakeholders across Marketing, Operations, Project Management, and Finance to ensure alignment of strategies and execution plans.
- Monitor business development performance metrics, KPIs, and sales forecasts to track progress and adapt strategy as needed.
- Represent Arrowhead Contracting at conferences, industry forums, and partner events to promote brand visibility and thought leadership.

- Drive diversification of service offerings, including identifying strategic acquisitions or joint venture opportunities.
- Ensure compliance with internal policies, safety standards, and all applicable regulations, including federal procurement guidelines.
- Oversee CRM utilization (e.g., Salesforce) to manage pipeline development, client communications, and performance tracking.

Qualifications

- Bachelor's degree in Business, Engineering, Environmental Science, or a related field.
- 10+ years of experience in business development with a focus on construction, environmental services and federal contracting.
- Proven success in building and leading business development teams and securing high-value contracts across diverse markets.
- Strong knowledge of federal procurement practices, environmental compliance, and infrastructure project delivery.
- Demonstrated ability to develop and execute strategic growth initiatives and market entry strategies.
- Excellent negotiation skills and a track record of managing complex sales cycles and contract terms.
- Superior interpersonal, communication, and leadership skills, with the ability to work cross-functionally.
- Proficiency with CRM software (e.g., Salesforce) and Microsoft Office Suite (Excel, PowerPoint, Word).

Personal Attributes

- Visionary leader who can think strategically and inspire others to execute with excellence.
- Entrepreneurial mindset with the ability to thrive in a fast-paced, evolving business environment.
- Strong collaborator and relationship-builder, both internally and externally.
- Goal-driven and metrics-focused, with a passion for delivering measurable outcomes.
- Adaptable, resilient, and comfortable navigating ambiguity and complex challenges.

Why Join Arrowhead Contracting?

At Arrowhead Contracting, we are committed to excellence, integrity, and impact. As a key member of our leadership team, you will have the opportunity to shape the future of a respected and growing organization. We offer a competitive compensation and benefits package, a collaborative work culture, and the opportunity to work on high-impact projects across North America. If you're ready to lead strategic growth in a purpose-driven company, we'd love to meet you.

Arrowhead Contracting is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.