

JOB DESCRIPTION

Job Title:	Business Development
Region:	Des Moines, IA and surrounding metro
Reports To:	Vice President of Sales
FLSA Status:	Exempt
Salary Info:	\$95,000 - \$110,000 base + commission
Benefit Summary:	As a 100% Employee-Owned Company, we offer: • Medical, Dental & Vision Insurance • Company-Paid Life and Disability Coverage • 401(k) Retirement Plan • Employee Stock Ownership Plan (ESOP) • Comprehensive Paid Time Off (PTO)

Position Summary: The Business Development role is the senior business leader responsible for building and scaling iSPACE's presence in the Des Moines market. This role combines strategic business development, client leadership, and market influence—driving revenue growth, expanding key partnerships across the commercial real estate and construction ecosystem, and positioning iSPACE as a leader in integrated workplace solutions (Furniture, Architectural Walls, and Technology).

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Market Development & Industry Leadership:

- Build and maintain relationships with:
 - i. Enterprise account owners
 - ii. Commercial real estate brokers
 - iii. Developers and ownership groups
 - iv. General contractors and project managers
 - v. Architecture and design firms

2. BD Expectations:

- Develop and execute a strategic business development plan to penetrate target accounts and industries
- Build a network of influence across CRE, A&D, and construction partners



- Generate and manage a high-quality pipeline of opportunities aligned with iSPACE's core capabilities

3. Manage Client Accounts and Drive Growth:

- Responsible for overall client relationships and account growth/performance in the assigned market
- Develop annual account plans, forecasts, and reporting for clients
- Maintain deep understanding of clients' business models, plans, expansion/improvement initiatives
- Cultivate relationships at management levels across client organizations
- Identify and pursue opportunities for new divisions/facilities within existing clients to drive account growth
- Expand contracts by increasing account deliverables (design services, project management, planning, research, support, training, assessments, etc.)
- Implement and oversee annual account reviews with key clients

4. Solution Development and Project Oversight:

- Collaborate with Design team to create solutions that position the company to win business
- Generate proposals for existing customers and new business opportunities
- Act as liaison with clients, partners (architects, contractors, etc.) during initiation, presentation, and problem-solving phases

5. Manage Project Delivery and Financial Performance:

- Communicate and negotiate financial terms/conditions with clients based on company standards
- Oversee projects, providing sufficient information to internal teams (Design, Project Management, Field Services)
- Review and approve proposals/invoices for accuracy and profit margins
- Recognize and address potential variances or issues
- Negotiate resource allocation and project prioritization
- Monitor competitive landscape, clients' business climate, and industry trends

6. Business Development Specific Responsibilities

- Responsible for Showroom/Client Tours
- Vendor/Supplier Relationships assigned to Market

7. Success in This Role Includes:



- Growth of revenue and margin within the Des Moines market
- Expansion of key strategic accounts across multiple locations or business units
- Development of a consistent, diversified pipeline (CRE, corporate, healthcare, higher education, etc.)
- Increased early-stage project involvement with A&D and GC partners
- Contribution to overall market visibility and brand awareness

8. Serve as a Steward of iSpace Core Values and Brand:

- We are **EXPERTS**: We provide well thought out solutions to support our client's business needs.
- We are **RESOURCEFUL**: We will find ways to get it done and make it look easy.
- We **VALUE** all **PARTNERSHIPS**: Our partners are not viewed as transactions, but friends. We support each other and celebrate in each other's successes.
- We believe in **TEAMWORK**: All of us together are better than each of us alone.
- We have **FUN**: Having fun is part of our work experience. We bring our culture to life by enjoying ourselves and each other
- We Are **OWNERS**: We are 100% employee owned. We think and act like owners, making every decision count for our collective success.

9. Other duties as needed to meet business needs:

Competencies: To perform the job successfully, an individual should demonstrate the following.

Sales Skills - Achieves sales goals; overcomes objections with persuasion and persistence; initiates new contacts; maintains customer satisfaction; maintains records and promptly submits information.

Adaptability - Accepts criticism and feedback. Adapts to changes in the work environment. Changes approach or method to best fit the situation. Manages competing demands.

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Customer Service - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Impact and Influence - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; uses authority appropriately to accomplish goals; addresses divergent opinions.

Problem Solving - Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: Bachelors/Masters business or related field with minimum 5 years office furniture or sales management experience; or equivalent experience.

Computer Skills:

Highly proficient with Microsoft Office Suite, including Word, Excel and PowerPoint. Software proficiency - ability to become proficient in others as needed.

Other Requirements:

- Will need to be an active member of industry specific organizations deemed to be beneficial for business development and attend a minimum amount of events per quarter
- Must have proven ability to drive growth and profitability and lead / influence teams
- Strong aptitude for commercial real estate
- Must have an exceptional ability to guide teams, influence projects and drive results
- Strong customer focus with solution orientation
- Must possess strong attention to detail and time management skills
- Strong, effective communication with coworkers and clients at various levels
- Desire and ability to succeed in a fast-paced, results driven environment
- Must be flexible and adept with multi-tasking and changing priorities
- Detail and organizational skills are essential for success
- Ability to manage multiple projects and delegate to other team members
- Must have proven ability to collaborate within teams and cross-functionally and meet deadlines.
- Willingness and ability to work beyond a normal work schedule during peak periods to ensure client needs are met
- Valid driver's license and a clean driving record

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable



accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date

iSPACE environments is an Equal Opportunity Employer and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, status with regard to public assistance, or any other basis under law.