



Business Development Manager - San Antonio

Lake Flato is seeking a dynamic, relationship-oriented Business Development Manager to support the continued growth and visibility of one of the nation's leading design practices. Based in San Antonio, this role works closely with firm leadership, studio leaders, and the Marketing and Communications team to implement strategic business development plans across clients, markets, and organizations.

This position is ideal for someone who enjoys connecting people, building authentic relationships, organizing initiatives, and turning long-term strategy into consistent action. The role blends market engagement, relationship management, CRM discipline, selective pursuit support, and a growing command of AI-enabled tools that multiply the reach and effectiveness of our BD efforts.

Position Summary:

The Business Development Manager supports market sector leaders in advancing annual business development plans through proactive outreach, relationship tracking, event strategy, and market engagement. While the role supports a range of activities, the role's primary focus is to:

- Implement business development plans.
- Coordinate strategic outreach to target clients and organizations.
- Help leadership stay organized and accountable around BD goals.
- Represent the firm externally at events and meetings.
- Strengthen CRM intelligence and relationship data.
- Identify visibility opportunities that lead to future work.
- This position reports to the Director of Branding & Market Strategy and works closely with firm leadership, studio leaders, and the Marketing and Communications team.

PRIMARY RESPONSIBILITIES:

Business Development Planning & Execution

- Support implementation of annual business development plans across market sectors and services, including Civic, Eco-Conservation, K-12, Higher Education, Residential, Urban Development, Interiors, Sustainability, and related practices.
- Maintain targeted outreach lists for priority clients, collaborators, and organizations.
- Co-lead monthly BD Meetings for market sectors and coordinate outreach cadence, follow-up actions, introductions, and meeting preparation for firm leaders.

- Track progress against BD goals, target relationships, and pipeline activity.
- Prepare briefing materials for client meetings, conferences, and strategic pursuits.
- Conduct market and client research to inform growth strategies.
- Monitor industry trends in business development, communications, and technology.
- Identify and help pilot emerging tools, including AI-enabled platforms, that improve market research, client intelligence, and business development workflows.
- Support the firm's transition to a CRM and institutionalize systems to support this future CRM.
- Help institutionalize business development systems and best practices across offices.

Relationship Management & External Presence

- Represent Lake Flato at industry, civic, and community events in San Antonio, across Texas, and occasionally nationally.
- Build relationships with organizations such as ULI, AIA, chambers of commerce, universities, nonprofits, and peer networks.
- Help coordinate conference attendance strategy, sponsorships, and networking opportunities.
- Identify speaking, partnership, and visibility opportunities aligned with firm priorities.
- Partner with Marketing and Communications to identify opportunities to amplify strategic relationships, events, and thought leadership.

SECONDARY RESPONSIBILITIES:

Pursuit & Marketing Coordination

- Support go/no-go discussions, interview logistics, and select strategic pursuits.
- Coordinate materials for introductory meetings and select client presentations.
- Collaborate with Marketing and Communications to align business development efforts with broader brand visibility initiatives.

Digital Visibility & Innovation

- Identify social media and digital storytelling opportunities for the Marketing and Communications team to leverage in support of BD priorities.
- Explore and evaluate emerging technologies that can strengthen research, outreach, and relationship management—sharing findings and best practices with the broader team.

ADDITIONAL DETAILS:

How Success is Measured:

- Effective implementation of annual BD plans and facilitation of monthly BD meetings.
- Increased quality and depth of priority client and collaborator relationships.
- Improved CRM data integrity and reporting.
- Strategic outcomes from conferences, sponsorships, and networking initiatives.
- New introductions, opportunities, and qualified pipeline growth.
- Identification and adoption of tools and practices that improve business development efficiency and effectiveness.
- Measurable improvement in BD—more outreach, better prepared leadership, faster research—enabled in part by the thoughtful use of technology.

Skill Set & Qualifications:

- 6–10 years of experience in business development, client relations, marketing, or strategic partnerships.
- Experience in architecture, engineering, construction, real estate development, economic development, or other professional services strongly preferred.
- Bachelor's degree in Business, Communications, Marketing, Architecture, Urban Planning, or a related field preferred.
- Excellent interpersonal, written, and verbal communication skills.
- Highly organized with strong follow-through and attention to detail.

- Comfortable engaging senior leaders, clients, and external stakeholders.
- Strong judgment, professionalism, and emotional intelligence.
- Experience with CRM platforms such as Deltek Vantagepoint, Salesforce, HubSpot, or similar.
- Fluency in emerging technology and interest in using AI tools to support BD workflows—including market research, CRM management, and briefing preparation.
- Proficiency with Microsoft Office; Adobe Creative Suite familiarity is a plus.
- Familiarity with LinkedIn and market intelligence tools.
- Ability to travel periodically within Texas and occasionally nationally.

Work Environment:

- This position is based in San Antonio and requires regular in-person participation in meetings, events, and relationship-building activities.

Compensation & Benefits:

- Competitive salary commensurate with experience and qualifications, with bonus eligibility and a comprehensive benefits package. Lake Flato is an equal opportunity employer committed to creating an inclusive workplace where all employees can thrive.

Application:

Please send a digital copy of the required information below by e-mail to mlineberry@lakeflato.com

- Please send Resume & Cover Letter to Mary Beth Lineberry, Director of Branding & Market Strategy
- Include subject line '**Business Development Manager**'

When applying, please include responses to the following questions in your email:

- How did you hear about Lake Flato?
- Are you legally authorized to work in the U.S.?
- Will you now or in the future require sponsorship for employment visa status?
- Can you perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?
- What date are you available to start working?
- What are your salary requirements?

Please visit our website at www.lakeflato.com for more information on our firm and our culture. Upon receipt, we will review and contact you should your qualifications meet our staffing needs. **No phone calls, please.**

