



Business Development Manager

- Employment Type: Full-Time, 3 Year Contract, ending March 31, 2027
- Job Function: Business Development
- Industry: Commercial Real Estate/Association Services/ Energy & Environment

About the Program

We are currently developing a comprehensive, \$25M national program to drive deep retrofit in the commercial real estate industry in Canada and to support the broader efforts to tackle climate change and transition to a low-carbon economy. The program will build awareness, provide tools and resources, and facilitate implementation of deep retrofit energy efficiency projects. Integral to this program is its awards program to recognize verified improvements to building performance and emission reduction.

The role:

Are you passionate about sustainability and committed to driving positive change in the built environment? We are looking for an experienced **Business Development Manager** to facilitate enrollment in the program, and develop and maintain good relationships with program participants. If you are a proactive and client-focused individual with a strong background in sales combined with technical aptitude and a genuine enthusiasm for sustainability and climate action, we invite you to join our team.

Key Accountabilities

Participant Engagement and Account Management

- Directly communicate and promote the program benefits to the target audience.
- Facilitate enrollment of participants in the program.
- Develop trusted relationships with program participants to ensure participant experience and satisfaction.
- Acquire a thorough understanding of key customer needs and requirements to propose solutions that meet their needs and objectives.
- Present one-on-one or in group settings (in person and virtually) to potential participant organizations.
- Able to service all time zones in Canada.
- Ensure that the required services are delivered to participants in a timely manner.
- Keep in-touch with participants regularly as needed to maintain continuous communication.
- Address participant concerns in a timely manner, including following proper escalation procedures.



- Prepare regular reports of progress and forecasts to internal and external stakeholders using key account metrics.

Qualifications

- Team-oriented and able to communicate effectively.
- University degree or equivalent, preferably in business, engineering, communications, or related field.
- Strong understanding of energy conservation or emission reduction measures with a passion for sustainability.
- At least 5 years of progressive experience in sales, technical sales, or equivalent client-facing roles, with experience in CRE an asset.
- Previous experience in a similar role, working closely with the owners and managers of the mid-tier buildings sector (small- and medium-sized buildings) would be an asset.
- Self-motivated with strong organizational skills and project management skills, able to manage the priorities of multiple stakeholders in a complex environment, focused on the delivery of results.
- Tech savvy, with proficiency in Microsoft Office suite, including Word, Outlook, PowerPoint, and Excel.

The Fine Print

- Your compensation includes a competitive base component in addition to a discretionary, variable component to reward you for reaching your goals.
- You will also be eligible to participate in retirement savings program whereby BOMA Canada will match your RRSP contributions up to five percent of your base salary.
- BOMA Canada also offers a generous, high-end benefits package for its employees.
- In addition to ample vacation, BOMA Canada also typically shuts down for the winter holiday period (though some year-end work can occur then); we close early on Fridays from Victoria Day to Labour Day, if the workload permits, etc.
- Our organization has an informal culture and has adopted a hybrid work environment, with some flexibility to work from both home and from our downtown Toronto office.
- BOMA Canada employees must be fully vaccinated against COVID-19. Accommodations would be considered only for candidates who unambiguously qualify for vaccination exempt categories as determined by public health authorities.

Consistent with our values and our own commitment to leading diversity, equity and inclusion efforts for the commercial real estate industry, BOMA Canada particularly encourages applications from individuals who are a part of groups that have been underrepresented in roles such as this one and we will take all reasonable steps to ensuring that this process, and the culture which you may join, will be accommodating.



If you are interested in this opportunity, please send your résumé and a cover letter to jbouchard@bomacanada.ca

Due to the volume of applications, we receive, only those candidates selected for interviews will be contacted.

About BOMA Canada

The [Building Owners and Managers Association of Canada](#) is a not-for profit industry association with over 115 years experience representing the Commercial Real Estate (CRE) industry in Canada. We connect, resource and elevate CRE through such services as professional development, green building certification, advocacy, thought leadership, research, standard setting, networking, celebration and fun.

As the voice of the CRE industry with a strong business culture, our organization is comprised of over 3,500 members and eleven independent local associations. Representing over two billion square feet of commercial space, BOMA members include building owners, developers, facility managers, asset managers, property managers, building operators, leasing agents, brokers, investors, and service providers. Members represent large and small Canadian and international commercial real estate firms and vendors into the industry. Our stakeholders extend beyond the formal membership to include government, other industry associations, other non-profits, charities, partners in other countries and more.

BOMA Canada is a mission-driven organization focused not only on the financial success of our members, but also on their environmental, social and governance success. Current major initiatives revolve around sustainability; equity, diversity and inclusion; accessibility; health and wellness; and more. We are a small and dynamic team that gets things done.

The growing BOMA Canada staff is a dynamic team of about 25 self-starters and is headquartered in downtown Toronto. Currently we have adopted a hybrid work model, with our staff being in the office three times a week and working from home the rest of the time. Our working language is English, but we provide services in French and, increasingly, in Spanish.

Thank you for your interest!