



Position Description

Communications & Business Development Manager

Status: Exempt

Location: Remote

Commitment: Full-time. Position may require occasional irregular hours, including limited evenings or weekends tied to proposal deadlines, webinars, or company events. Some travel may be expected.

Compensation: \$85,000–\$100,000 annual salary, commensurate with experience. Technology use reimbursement and professional development stipend provided (\$1000 each annually). Position is eligible for company performance bonus and health benefits.

Summary

The communications and business development manager coordinates Potrero Group's proposal development process, communications initiatives, and business development support systems. The role is responsible for managing and improving proposal coordination workflows; maintaining and tailoring marketing and sales materials; supporting webinars, presentations, and thought leadership initiatives; and helping translate completed client engagements into future business development assets and opportunities.

Because Potrero Group's work is highly collaborative, relationship-driven, and content-rich, the communications and business development manager must be an exceptional writer, editor, organizer, and project manager who can work creatively and flexibly across multiple priorities and teams. This position requires strong judgment, attention to detail, and the ability to coordinate leadership input and communications across a fast-paced consulting environment.

The communications and business development manager will work closely with Potrero Group leadership and consulting teams to support the company's visibility, growth, and client relationships through high-quality written materials, organized systems, and effective communications practices.

Responsibilities

The primary scope of work for this role and rough time allocation expectations include:

Business Development & Proposal Coordination (35%)

- Coordinate Potrero Group's proposal development process, including timelines, drafting support, scheduling, quality control, formatting, and submission management.
- Collaborate with leadership and consulting staff to gather, organize, and refine proposal content and supporting materials.
- Maintain and continuously improve proposal templates, boilerplate language, case studies, resumes, and related business development assets.
- Tailor pitch decks, qualifications packages, and sales materials for prospective clients and opportunities.
- Coordinate proposal and business development tracking systems and maintain organized records of submissions and outcomes.
- Coordinate post-engagement follow-up processes, including collecting client testimonials, references, and case study materials.
- As needed, attend and exhibit at conferences, connecting to organizational supporters and promoting the organization to new audiences
- Support the ongoing development of systems and workflows that improve business development efficiency and consistency.

Communications & Thought Leadership (35%)

- Coordinate Potrero Group's communications calendar and support implementation of communications strategies in alignment with company goals.
- Draft and coordinate newsletters, announcements, webinar promotions, and related external communications.
- Support development and publication of thought leadership content in coordination with Potrero Group leadership.
- Support development of conference presentations, workshops, speaking materials, and related thought leadership opportunities.
- Coordinate webinar logistics and communications, including scheduling, promotional support, materials preparation, and follow-up.
- Maintain and update company marketing collateral, presentation materials, and communications assets.
- Support consistency in company messaging, writing quality, tone, and visual presentation across communications channels.



- Assist with website and social media updates as needed.

Consulting Project Communications Support (10%)

- Support consulting and executive search project teams with writing, editing, formatting, and presentation development for client-facing materials and deliverables.
- Assist with document production, quality assurance, and communications coordination across multiple projects and teams.
- Provide occasional support for workshop materials, meeting materials, and project communications as needed.

Other Responsibilities (20%)

- Conduct special topic research and support strategic internal initiatives related to communications, marketing, or business development.
 - Maintain continuous lines of communication, keeping leadership informed of project status, deadlines, and emerging issues.
 - Participate in internal planning and team meetings.
 - Support other administrative, communications, or operational initiatives as needed in a collaborative consulting environment.
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Qualifications

- Demonstrated writing, editing, and communications experience, particularly in professional services, consulting, nonprofit, or mission-driven environments
- Strong project management and organizational skills, including the ability to coordinate multiple deadlines and stakeholders simultaneously
- Experience coordinating proposals, marketing materials, communications initiatives, or related business development processes
- Strong attention to detail and commitment to high-quality written and visual materials
- Experience drafting or coordinating newsletters, webinars, thought leadership, presentations, or external communications
- Experience with presentation design, proposal formatting, and business development support materials

- Facility with online communications and collaboration platforms, including email marketing systems, webinar platforms, CRM systems, and shared project management tools
- Experience working in the conservation, environmental, nonprofit, philanthropy, or public lands fields is beneficial
- Strong interpersonal and relationship-building skills
- Excellent judgment and creative problem-solving skills
- Ability to work effectively in a dynamic and fast-paced consulting environment
- Flexible and able to manage multiple commitments and shifting priorities simultaneously
- Entrepreneurial spirit and drive; professionalism, high energy, and patience
- Personal qualities of integrity, credibility, humility, humor, and commitment to Potrero Group's mission and values

To Apply

Interested candidates, visit [here](#).

Additional Information

Visit PotreroGroup.com for more information. Address any direct questions to Cristina Schweitzer, Executive Assistant, cschweitzer@potrerogroup.com.

Potrero Group is an Equal Opportunity Employer: We believe that our overall effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance, culture, and staffing. We are committed to leadership in and serving as a catalyst for promoting diversity, equity, and inclusion through our work.

