

## **Business Development / Administration Associate or Senior Associate Job Description**

**Position Type:** Full-time

**Office Location:** 7200 Wisconsin Avenue, Suite 750, Bethesda, Maryland 20814

K&M Advisors is an internationally-recognized infrastructure finance and engineering advisory firm. Since its creation in 1987, K&M has advised private investors, multilateral agencies, and governments on the development of power, water, and telecommunications projects valued at over US\$30 billion. K&M provides a range of technical and commercial consulting services, including transaction advisory, project development advisory, due diligence, and Owner's and Lender's Engineer services. K&M has played a leading role in the development of public-private partnerships (PPP) and Independent Power Producers (IPP) in power generation around the world, including the implementation of the first IPPs in a number of developing countries. K&M is owned by the Dorado Group, a private developer, owner, operator, and manager of independent power projects.

K&M is looking for a Business Development / Administration Associate (0-2 years of work experience) or Senior Associate (2-5 years of work experience) on a full-time basis to play an active role in supporting the growth of K&M's consulting services. This individual will work directly with K&M's management and consulting teams to identify business opportunities, prepare marketing materials, conduct market research, respond to procurement opportunities (EOIs and RFPs) for consulting engagements, and handle various office administration functions. In this role, the selected candidate will gain exposure to all areas of K&M's business and will have the opportunity to work directly with senior staff to support the company's ongoing operations and growth.

### **Responsibilities:**

Specific responsibilities will include, but will not be limited to, the following:

- Assist with the preparation of Expressions of Interest and Proposals for responding to specific business opportunities, including the preparation of firm introductions, project descriptions, expert CVs, and supplementary materials
- Prepare marketing materials and support strategic marketing activities (descriptions of capabilities and project experience, website updates, and pitch decks)
- Track procurements for potential business opportunities through international public procurement websites and procurement listings for key clients and markets
- Compile, analyze, and summarize business development, technical, project, and personnel data in firm databases
- Proofread and format proposals / expressions of interest, technical reports, pitch decks, and other marketing materials
- Communicate independently and effectively with team members, associates, and partner organizations to coordinate marketing and business development efforts

- Carry-out various office administrative tasks as necessary, which may include scheduling meetings, paying bills, and liaising with our vendors

**Qualifications:**

- Bachelor's degree with 0-2 years (Associate) or 2-5 years (Senior Associate) of work experience, including relevant internship experience, with demonstrated ability to work independently, manage time effectively, and prioritize and deliver on multiple tasks
- Bachelor's degree in International Relations, Business Administration, or another relevant discipline
- Excellent English writing skills are required. Native English speaker is preferred
- Outstanding writing, structuring, editing, and proofreading skills
- Professional attitude and strong interpersonal communications skills
- Strong proficiency with Microsoft Office suite (Word, Excel, PowerPoint) and Adobe Acrobat
- Willingness and ability to learn on the job

**Availability:**

The successful candidate must be available immediately to start on a full-time basis and be currently authorized to work in the United States.

**To Apply:**

Please send the following materials to [careers@km-advisorsllc.com](mailto:careers@km-advisorsllc.com) email:

- Cover letter
- CV
- Short writing sample in English (maximum of 3 pages)