

## **Director of Client Projects**

### **Overview:**

The Client Relations Manager is responsible for business development, client relation management, and general outreach. This role oversees all activities required to generate, quote, negotiate, and plan projects in alignment with Dakota BioWorx's fee-for-service business model. The Client Relations Manager serves as a key liaison between clients, operations staff, and leadership to ensure successful delivery of bioprocessing and bioproduct development projects.

### **Reports To:**

Dakota BioWorx's Chief-Executive Officer

### **Desired Qualifications:**

- Bachelor of Science (B.S.) in a bioprocess-related discipline such as Chemical Engineering, Microbiology, Biotechnology, Bioprocess Engineering, or equivalent/similar experience is helpful for this role to communicate effectively with clients.
- Background or experience in bioprocessing, biotechnology, fermentation, or related technical fields.
- Strong written and verbal communication skills, with the ability to build positive relationships with clients, collaborators, and industry partners.
- Experience with project scoping, negotiation, and quotation.
- Experience with client relations management tools and organization systems.

### **Description of Duties & Specific Responsibilities:**

#### **Business Development & Client Engagement**

- Represent Dakota BioWorx at conferences, networking events, and industry forums.
- Identify new business opportunities and support growth of the fee-for-service bioprocessing portfolio.
- Lead client consultations to understand technical needs and develop suitable project scopes.

#### **Project Scoping, Proposals & Quoting**

- Draft project proposals, quotes, and scopes of work.
- Lead contract negotiation and pricing discussions with clients.
- Ensure alignment between client objectives, internal capabilities, and project deliverables.

#### **Project Planning & Execution**

- Plan and schedule bioprocess equipment usage and operations staff to execute client projects.

### **Client Relationship Management**

- Maintain proactive and transparent communication with clients throughout each project.
- Provide technical updates, data summaries, and milestone reports as required.
- Foster long-term client partnerships through strong service and technical understanding.

For more information or to apply, visit <https://dakotabioworx.applicantpro.com/jobs/>