

# Job Description

New Business Development Manager

**Position Title:** New Business Development Manager

**Employment Type:** Full-Time, W-2

**Typical Earnings:** \$70,000

**Compensation Structure:** \$5,000 - \$12,000+

**Location:** Pennsylvania

## Position Overview

The New Business Development Manager is responsible for expanding Equity Roofing's commercial customer base by identifying new opportunities, building strong relationships, and presenting high value roofing service and maintenance solutions. This individual focuses on outreach to commercial property managers, facility directors, business owners, and general contractors to introduce Equity Roofing's capabilities and create long-term partnerships.

The ideal candidate thrives in prospecting environments, enjoys opening new accounts, and excels at developing trust with decision makers. They use a consultative approach to understand client needs, generate service opportunities, and help transition new accounts into ongoing relationships.

This role plays a key part in the long-term growth and market expansion of the commercial service division.

## Responsibilities

- Identify and pursue new commercial accounts through cold outreach, networking, and field visits
- Build relationships with property managers, facility teams, business owners, and GC partners
- Conduct on-site commercial roof assessments to identify needs and opportunities
- Create proposals for repair, maintenance, and service programs
- Collaborate with the Service Coordinator and Field Technicians to ensure accurate scopes
- Maintain accurate activity tracking and pipeline development in the CRM
- Attend industry events, trade groups, and networking opportunities
- Introduce Equity Roofing's service programs and educate clients on long-term solutions
- Achieve monthly and quarterly new account goals
- Support the handoff of new clients to the Service Account Manager and service team

## Requirements

- Proven experience in business development, sales, or commercial account acquisition
- Strong communication, networking, and prospecting skills
- Highly self motivated with the ability to manage your own pipeline
- Comfortable visiting facilities, walking commercial roofs, and diagnosing opportunities
- Proficient with technology, tablets, mobile apps, CRM systems, and photo documentation
- Valid driver's license
- Experience in roofing, construction, or building services is preferred but not required

## Compensation and Benefits

- Performance bonuses
- Vehicle Fuel & Mileage Reimbursement
- Paid training and ongoing development
- Provided technology and inspection tools

## Screening Checklist:

### Basic Requirements

- Valid driver's license
- Ability to walk commercial roofs
- Comfortable with mobile and tablet technology
- Strong communication skills
- Able to manage multiple accounts and tasks independently

### Experience (Preferred)

- Commercial roofing knowledge
- Service or repair sales experience
- Property management or facility maintenance interaction
- Experience with CRM tools
- Prior work in construction, building inspections, or service trades

## **Trait Indicators**

- Confident, clear communicator
- Goal oriented and competitive
- Organized and reliable with follow-up
- Comfortable in front of clients and navigating commercial properties
- Coachable and eager to grow
- Can manage a high volume of clients and calls

## **Red Flags**

- Disorganized or inconsistent communication
- Low initiative or low energy
- Difficulty using technology
- Uncomfortable on roofs or ladders
- Poor follow-up or long response times
- Avoidant of direct client interaction