

# Business Development | Curtis Construction Co., Inc.

## Curtis Construction Mission

To develop enduring relationships with our customers, partners, and team who share our values and trust us to safely provide a quality roof system while delivering service and excellence.

## About the role

The role of Business Development is to develop enduring relationships with existing and future customers, identify potential opportunities, and partner with our customers each step of the way as we determine what solution will best suit their needs.

## Responsibilities

- Generate new customer accounts and care for existing customers
- Qualify new business prospects
- Increase new business pipeline
- Identify new leads and business opportunities through cold calling, referrals, networking, and previous opportunities
- Evaluate existing conditions, including taking core samples, photos, and drawings of the roof area
- Recommend solutions and next steps to deficiencies
- Prepare sales proposals and present them to the customer
- Attend trade shows, expos, and functions to increase brand awareness
- Assist in communicating with customers, when necessary, during the collection process
- Work with team members to develop content for marketing campaigns
- Prepare estimates for minor scopes of work and provide information to the Estimating Team for major scopes of work requests
- Meet with the Estimating Team and Production Team for Job Hand Offs
- Stay updated on industry trends, best practices, technological advancements, and products
- Develop skills as they apply to building relationships with team members and customers, leadership, interpersonal skills, and decision-making.
- Remain flexible to the ever-changing demands of Curtis Construction and assist in other ways as directed by the Curtis Construction Leadership Team.

## Location & commitments

- Full-time
- 40+ hours/week
- Eastern NC
- Some after-business hours, weekend or holiday work may be necessary on occasion

## Candidate requirements

- A well-developed sense of integrity and customer focus
- Positive and friendly attitude
- Proven ability to face obstacles, failures, and setbacks
- Goal and results-oriented
- Skilled in negotiation
- Excellent self-management skills and proven personal accountability
- Experienced in time management and prioritization
- Strong interpersonal skills

- Proficient in team leadership
- Team player who believes success is not an accident
- Capacity for adaptability and flexibility
- Strong creative, critical thinking, and problem-solving abilities
- Setting up and climbing a ladder for roof evaluations
- Working at heights to evaluate deficiencies and current conditions of customer's roof
- Commercial roofing experience a plus
- Strong written and verbal communication skills
- Computer skills, including data processing, Google Workspace, Adobe Acrobat, Dataforma, and other programs
- High school diploma or equivalent
- English fluency
- Valid driver's license