


Job Description		
Position Title	Builder & Renovation Sales Manager (BRSM)	
Reports To	President	

Position Purpose

We are seeking a skilled salesperson to join our team. The successful candidate will be responsible for selling construction materials and services to builders, contractors, and property managers. They will have a strong understanding of the building industry, excellent communication and negotiation skills, and a proven track record of achieving sales targets. This position is responsible for market development and sales efforts focused on the single family builder and multifamily renovation construction segments. The BRSM is responsible for retaining/servicing existing accounts and securing new accounts. The BRSM will be supported by DDI project managers and will also retain some bidding and project management responsibilities. The BRSM will work to grow existing customers by selling additional product lines. In addition, the BRSM will be responsible for pursuing prospects and opening up new accounts.

Essential Duties and Responsibilities

- **Market Development**
 - Develop and implement a sales strategy to meet or exceed sales targets.
 - Generate, pursue, and cultivate new customer prospects via email campaigns, phone calls, and in-person meetings.
 - Partner with DDI Management and Marketing to develop customers segment go-to market strategy and lead generation.
 - Attend industry events and trade shows to network and promote our products and services.
 - Keep up-to-date with industry trends, products, and competitors.
 - Make formal requests to include DDI products in architectural specifications.
 - Maintain accurate records of sales activities and client interactions.
- **Project Bidding (supported by DDI Project Management Team)**
 - Review architectural specifications and plans to make product recommendations.
 - Collaborate and communicate with suppliers to secure project pricing.
 - Develop and submit formal bids, communicate the value proposition, and follow up in a timely manner.
- **Contract Review & Project Management (supported by DDI Project Management Team)**
 - Review awarded contracts in detail to ensure accuracy and completeness.
 - Create project submittals (e.g., shop drawings) per contract requirements.
 - Order all materials needed for successful completion of contract scope.
 - Coordinate scheduled deliveries with DDI Operations.
 - Coordinate job site activity and monitor job site progress.
 - Complete all project documentation, continuously updating for accuracy.
 - Collaborate with other departments to ensure client satisfaction and successful project completion.

- Closely monitor project costs and overall contract profitability.

Required Skills and Responsibilities

Education

- Bachelor's degree preferred.

Experience/Knowledge/Skills/Abilities

- 5+ years of field sales experience in the construction industry.
- Strong knowledge of the building industry and construction materials.
- Kitchen & bath design experience a plus.
- Proven ability to establish rapport and new customer relationships.
- Exceptional organizational skills with strong attention to detail.
- Demonstrated skills in organizing and evaluating information and proactively finding solutions for construction projects.
- Strong written and verbal communication skills with ability to relay highly detailed information across multiple parties.
- Forward thinking with a process improvement mindset.
- Ability to work independently and as part of a team.