



OPEN POSITION BUSINESS DEVELOPMENT REPRESENTATIVE

Freeman Building Systems is a trusted design/build construction company based in northeast Ohio, with over three decades of experience serving private industry clients. We specialize in high-quality, turnkey building solutions for industrial and commercial projects, including warehouses, manufacturing facilities, hangars, and more; often utilizing Butler Manufacturing™ pre-engineered building systems for efficient, durable, and customizable structures. Our ideal customers are CEOs and owners of private businesses seeking innovative design, efficient project management, superior craftsmanship, cost transparency, and on-time/on-budget delivery. We focus exclusively on private sector opportunities (not public works or bid-based projects) within a 60-mile radius of Wooster, Ohio, though we pursue strong leads beyond this at the discretion of leadership or request of our customers. Our success is built on strong relationships, honesty, transparency, and a commitment to excellence.

Position Overview:

Freeman Building Systems is seeking a motivated, results-driven Business Development Representative to generate new business opportunities and drive company growth. This role emphasizes outbound prospecting through cold calls, lead development and follow-up, collaboration with our marketing consultant, and direct assistance to the Company CEO in closing deals. The primary focus is on securing "new" business from private industry clients in industrial manufacturing, commercial warehouses, hangars, and Butler® projects, while nurturing relationships with business owners and decision-makers. Projects are not, however, specifically limited to Butler® projects.

This position is ideal for a proactive, confident communicator who excels in a results-oriented environment, thrives on measurable achievements like qualified leads converted to projects, and contributes directly to revenue growth in the design/build construction industry. Success will be measured by the volume and quality of new leads developed, meetings scheduled, and projects secured through your efforts.

Key Responsibilities:

- Conduct outbound cold calls to prospective clients, including business owners, CEOs, developers, property owners, and industry partners in target markets.



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- Develop and qualify both inbound and outbound leads into viable project opportunities, focusing on private sector industrial and commercial projects (e.g., manufacturing buildings, warehouses, offices, hangars, and Butler® reroof initiatives).
- Maintain an active, disciplined follow-up cadence on self-generated and company-provided leads to nurture relationships, qualify opportunities, and advance prospects through each stage of the sales pipeline. Log all calls, emails, site visits, and meetings in the CRM within 24 hours. Quarterly activity targets and pipeline goals will be agreed upon with the CEO and reflected in the EOS (Entrepreneurial Operating System) scorecard for ongoing accountability.
- Schedule introductory meetings and post-qualification discussions for the Company CEO.
- Assist the Company CEO in closing deals, including preparing proposals, presentations, and participating in sales discussions at the CEO's request.
- Collaborate with the marketing consultant to align outreach campaigns, refine messaging, target markets, and implement direct mail or digital marketing strategies.
- Maintain and update the company CRM system (e.g., HubSpot) with accurate prospect, contact, and pipeline information, including weekly reports on activities and leads.
- Attend networking events, trade shows, industry functions, and association meetings as directed by the Company CEO.
- Research target markets, identify new growth opportunities, and develop a marketing plan acceptable to the Company CEO.
- Provide professional representation of Freeman Building Systems through direct contact, written and verbal correspondence, and monthly reports on leads, prospects, contacts, and status.
- Support special projects and strategic initiatives as assigned by the Company CEO, ensuring all efforts align with bringing in new business.

Initial areas of focus for business development may include:

- Wooster and Wayne County
- Mansfield and Richland County
- Medina County
- Greater Cleveland Metropolitan Area
- Avon Lake and Lorain County



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- Dover, New Philadelphia, and Tuscarawas County
- Akron and Summit County
- Mt. Vernon and Knox County

Note: This role reports directly to the Director of Internal Operations (EOS Integrator), with periodic alignment and updates provided to the CEO as needed. This is an individual contributor role with no personnel management responsibilities. Standard hours are generally 8:00 AM to 5:00 PM, Monday through Friday, with flexibility for early starts and occasional schedule adjustments based on customer and project needs.

Qualifications

- 10+ years of experience in business development, sales, or lead generation (preferably in construction, construction-related fields, or commercial real estate).
- Strong phone presence and confidence in cold calling, outbound outreach, and relationship building.
- Excellent verbal and written communication skills for professional correspondence and presentations.
- Highly organized with exceptional follow-up, time management, and attention to detail.
- Ability to understand technical construction concepts, such as design/build processes and Butler Building Systems, and effectively communicate value to clients and relay information to the estimating and design teams. (Training is available.)
- Self-motivated with a proven drive to achieve measurable results, such as lead conversion rates and project wins.
- Proficiency with CRM systems (HubSpot) and Microsoft Office.

Preferred Experience

- Background in design/build construction, commercial real estate, or industrial sectors or similar industries.
- Existing network in commercial development, real estate, or private industry manufacturing.
- Understanding of the construction project lifecycle, pre-construction processes, and client-focused value propositions.
- Familiarity with targeting private business owners for projects emphasizing efficiency, durability, and innovation.



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What We Offer

- Competitive base salary.
- Comprehensive benefits including:
 - 401K Plan with company match up to 3% of salary.
 - Major-medical health care plan.
 - Two weeks paid vacation (no carryover or monetary reimbursement permitted).
 - Company credit card for job related and approved expenses.
 - Company-provided laptop, cell phone with data plan, company email address, and company vehicle.
- Opportunity to work directly with company leadership, including the CEO, in a meaningful role shaping growth.
- Professional development within a respected design/build firm with a strong track record (over 10 million square feet constructed, 280+ clients served, and numerous awards).
- Collaborative, team-oriented culture focused on excellence, transparency, and results.
- At-will employment with emphasis on compliance with company policies.

Freeman Building Systems values confidentiality and expects all employees to protect trade secrets and business information, including customer lists, sales leads, financial data, pricing, marketing strategies, pending projects, and construction procedures. We are an equal opportunity employer and require verification of employment eligibility under the Immigration Reform and Control Act of 1986, potentially including a drug screen.

To apply, please submit your resume and cover letter to fbs@freemanbuilding.com.