



DIRECTOR OF STRATEGIC & COMMUNITY RELATIONSHIPS

ABOUT CB CONSTRUCTION MANAGEMENT:

CB Construction is a construction management firm dedicated to meeting the needs of a modern workforce and clientele through modern day approaches to solving complex issues untethered to outdated approaches. We are dedicated to our community, our teammates, our clients, and our industry partners based upon our values of Forthrightness, Authenticity, Momentum & Efficiency, Conviction, and Excellence.

At the heart of every structure we build lies a commitment to our teammates, clients, partners, and community. Our method is founded on both creative problem solving and a pledge to client satisfaction. It integrates transparent systems and disciplined processes resulting in a record of predictably delivering exceptional results. Our method is what makes us the builders of choice for those who seek excellence in construction and partners dedicated to creating lasting value for the clients and communities we serve.

Bringing on a teammate for us is bringing on a partner. It is a commitment not common in today's world. We are selfless and direct and expect the same. We do what it takes to deliver on our commitments and seek those who have the grit, tenacity, and adaptiveness to deliver together with locked arms. We seek not only technically intelligent teammates, but also emotionally intelligent and flexible professionals who place more value on the team, the mission, and the relationships than on their own personal achievements. We seek those who are motivated by upholding legacies of excellence and passing them forward. We are seeking those who want to become their professional best while surrounded by others who are doing the same.

JOB SUMMARY:

Title: Director of Strategic & Community Relationships

Department: Corporate Services

Reports To: Managing Partner

Location: Northern & Central New Jersey

Position Summary

At CB Construction, we believe **relationships differentiate**.

Buildings are constructed through engineering and processes, but enduring organizations are built through trust, service, and authentic relationships. We do not believe business development is about chasing projects. We believe it is about stewarding relationships, serving our community, and creating opportunities for others.

This role isn't about filling a pipeline; it's about building an ecosystem where owners, designers, trade partners, and community leaders naturally think of CB Construction first because of the trust we've earned over time.

_____/_____
initial (date)



The Director of Strategic Relationships exists to cultivate, strengthen, and expand CB Construction's network of trusted relationships throughout the commercial real estate ecosystem.

Success is measured not by proposals submitted, but by the quality of relationships built, the trust earned, and the reputation strengthened. The role will cultivate authentic relationships that strengthen reputation, expand its community, and position the firm as the trusted builder of choice for owners and operators. **This role is one of stewardship—not sales.**

CORE RESPONSIBILITIES:

- 1. Relationship Stewardship:** Develop and deepen authentic relationships throughout the commercial real estate community. Responsibilities include:
 - Steward existing client relationships
 - Develop relationships with prospective owners and operators
 - Cultivate relationships with architects, engineers, attorneys, brokers, lenders, owner's representatives, and community leaders
 - Strengthen relationships with trade partners, manufacturers, and suppliers
 - Conduct regular relationship visits simply to listen, learn, and remain connected
 - Celebrate client milestones, promotions, project anniversaries, and organizational achievements
 - Facilitate introductions
- 2. Marketplace Intelligence:** Serve as CB Construction's eyes and ears within the marketplace. Responsibilities include:
 - Maintain target client and market sector lists
 - Research ownership and leadership changes
 - Monitor planned capital improvement programs
 - Identify opportunities before they become public
 - Maintain market intelligence on industry trends
 - Prepare and execute quarterly target market strategies
- 3. Community Leadership:** Create opportunities for authentic conversations and meaningful relationships. Responsibilities include:
 - Coordinate CB hosted events such as Timeless Truths: The Barn Sessions
 - Coordinate client, team, and trade partner appreciation events
 - Coordinate Lunch & Learns, Meet & Greet, and Happy Hours
 - Identify meaningful sponsorship opportunities
 - Support nonprofit and community engagement initiatives
 - Represent CB Construction at conferences, trade shows, and community functions
- 4. Strategic Communications:** Ensure every interaction reflects CB Construction's values. Communication should deepen relationships rather than simply promote the company. Responsibilities include:
 - Relationship follow-up and follow through
 - Client appreciation mementos
 - Thought leadership ideation, creation, and distribution
 - Client check-ins and testimonial collection
- 5. CRM & Relationship Intelligence:** Maintain a relationship-centered CRM system. Responsibilities include:

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initial (date)

- Maintain contact records
 - Record relationship history
 - Document introductions
 - Track meaningful personal milestones
 - Monitor relationship cadence
 - Identify dormant relationships requiring outreach
 - Produce quarterly relationship reports
- 6. Brand Stewardship:** Ensure CB Construction consistently presents itself with professionalism and authenticity. Responsibilities include:
- Coordinate branding initiatives
 - Website oversight
 - Proposal consistency
 - Photography
 - Event branding
 - Presentation materials
 - Social media alignment
 - Podcast support

Success Measures

Success is not measured by revenue, cold calls, or quotas. Success comes from relationships and both understanding and anticipating the marketplace—not simply reacting to it. Success is measured by:

- Retain and strengthen relationships
- Referrals generated and opportunities created
- Introductions facilitated and community involvement
- Trust earned and reputation enhanced
- Invitations received, event participation, and marketplace visibility

Expectations

Following their first ninety (90) days of employment, the Director of Strategic & Community Relationships will actively participate on a nonprofit board or community committee, representing both themselves and CB Construction within the community. Relationships cannot be manufactured and business should be much more than a transaction. They must be lived.

Our Philosophy

At CB Construction, we believe relationships are built one conversation, one introduction, one handwritten note, one cup of coffee, and one act of service at a time. Transactions are common. Authentic relationships are rare. Relationships differentiate.

EXPERIENCE & QUALIFICATIONS:

- BEHAVIORIAL:
 - Exceptional emotional intelligence and executive presence
 - Creativity and genuine curiosity
 - Humility and coachability
 - Excellent written and verbal communication
 - Strategic thought and organizational discipline
 - Authenticity and gratitude
- A college degree is preferred



- Senior Manager or Director level experience
- Understanding of and experience in the architectural, engineering, and/or construction industry is preferred.

SCREENING REQUIREMENTS:

As part of your employment with CB Construction Management an initial pre-employment drug tests and criminal checks are required. There are annual, random drug tests as a condition of employment. CB Construction Management prohibits employees from being under the influence of substances such as drugs or alcohol during work hours. CB Construction Management is dedicated to the safety of all individuals in our offices and job sites.

COMPENSATION PACKAGE: (the OFFER LETTER SUPERSEDES THIS SECTION)

- \$95k-130k annually, paid on a bi-weekly basis.
- Ability for stock ownership participation after one (1) year of continuous service.
- Profit sharing up to 10% of annual wages based upon corporate performance.
- 20 days annually of paid time off (PTO).
- 10 paid holidays annually.
- 401k matching contribution up to 3% of base salary.
- Health benefits.

WHY CB CONSTRUCTION MANAGEMENT:

At CB Construction Management, we believe a builder is someone who can take a technically challenging project and figure it out. We work in environments where precision, communication, and accountability matter—and we take pride in delivering projects that stand the test of time. This role is for someone who wants to lead from the front and build with purpose.

HOW TO APPLY:

Interested candidates should submit their resume and cover letter to Info@CBConstructionNJ.com

CB Construction Management is an Equal Opportunity Employer

CB Construction Management is committed to fostering a diverse and inclusive culture where everyone can excel. We take great care to ensure that our hiring practices are inclusive and meet Equal Employment Opportunity standards. Individuals looking for employment at CB Construction Management are considered without regard to age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other protected characteristics.

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initial (date)