CSSB District Manager – Product Education & Member Relations

Location: Northeast United States – New York, New Jersey, or other approved locations within the assigned territory

Employment Type: Full-Time

Salary: $80,000-$90,000 USD annually, depending on qualifications and relevant experience

Work Arrangement: Remote administrative work combined with field-based responsibilities

Travel Requirements: Extensive travel throughout the assigned territory, including occasional weekends

About CSSB

For over 110 years, the Cedar Shake & Shingle Bureau (CSSB) has promoted quality cedar shakes and shingles through Certi-label® product education, industry standards, and relationships with manufacturers and building professionals across North America.

Position Overview

The District Manager represents CSSB throughout an assigned multi-state territory, delivering technical education, supporting and recruiting members, and strengthening industry relationships and market access for Certi-label® cedar products. This independent, field-based role requires frequent travel and is not a traditional work-from-home position.

Key Responsibilities

- Deliver technical presentations, training, and AIA-accredited seminars for architects, contractors, distributors, building officials, and other industry groups; identify new educational opportunities.
- Explain Certi-label® product benefits, grading, selection, installation, ventilation, maintenance, durability, and applicable standards; respond to inquiries and refer specialized issues to CSSB technical staff.
- Maintain familiarity with CSSB manuals, installation guidance, building codes, and regulatory developments; share relevant changes and concerns with leadership.
- Build and maintain relationships with manufacturers, affiliates, contractor members, architects, builders, lumberyards, distributors, inspectors, and professional associations.
- Visit existing members, address concerns, communicate CSSB programs, gather feedback, and recruit qualified prospective members while maintaining confidentiality and impartiality.
- Identify opportunities to expand product specification, distribution, and use, including underserved construction and restoration markets; monitor regional trends, competitors, and distribution barriers.
- Represent CSSB at trade shows, conferences, and association meetings; help coordinate seminars, exhibits, setup and takedown, attendee engagement, and post-event follow-up.
- Plan territory travel, meetings, and visits independently; maintain accurate contact records, complete the DM Weekly Work Report in SharePoint, and submit monthly schedules and activity updates.
- Coordinate with the Director of Operations and other District Managers, manage travel expenses responsibly, attend required training and meetings, and perform related duties as assigned.
- Assist with completion and processing of membership applications, including conducting reference checks and evaluating prospective members' qualifications.
- Perform additional duties as assigned by the Director of Operations.

Required Qualifications

- Experience in roofing, construction, building materials, forest products, or a related industry, with an understanding of roofing systems and technical terminology.
- Ability to explain technical information clearly; strong public speaking, interpersonal, relationship-building, and customer service skills.
- Self-directed, organized, dependable, and adaptable, with strong time-management, problem-solving, and administrative abilities.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and SharePoint.

- Valid driver's license, adequate vehicle insurance, and valid passport; willingness to travel, including overnight and occasional weekend work.
- Professional judgment, discretion, maintaining confidentiality, and ability to represent CSSB fairly and effectively.

Preferred Qualifications

- Knowledge of cedar shakes and shingles, Certi-label® products, installation standards, and relevant building codes.
- Experience in technical sales, product education, territory development, industry relations, or AIA-accredited seminar delivery.
- Existing contacts or experience working with architects, contractors, distributors, building officials, or trade associations.

Benefits

- **Health & Dental Benefits:** Employer-provided health and dental benefits, with CSSB contributions of up to $5,000 annually, subject to plan terms and eligibility.
- **Company-Provided Equipment:** Company-provided computer and cellphone to support daily responsibilities.
- **Business Travel Expenses:** CSSB covers authorized business-related travel expenses, including lodging, meals, and personal vehicle mileage, in accordance with its expense reimbursement policy and applicable law.
- **Paid Vacation:** Paid vacation provided in accordance with CSSB's vacation policy, with eligibility to use vacation following completion of a three-month probationary period.
- **Paid Sick Leave:** Up to 40 hours of paid sick leave annually in accordance with applicable state and local employment laws.
- **Flexible Work Arrangement:** A combination of home-based administrative responsibilities, independent territory management, and travel throughout the Northeast.
- **Overtime:** This is a salaried position and is not eligible for overtime pay, subject to applicable employment laws.

Equal Employment Opportunity

We thank all applicants for interest in joining our team. However, only those selected for an interview will be contacted.

The Cedar Shake & Shingle Bureau (CSSB) is committed to fostering a diverse, equitable, and inclusive workplace where all individuals are respected, valued, and provided with equal opportunities to succeed.

We are an equal opportunity employer and welcome applications from qualified candidates of all backgrounds, regardless of race, color, religion, sex, gender identity, sexual orientation, age, disability, national origin, or any other characteristic protected by applicable law.

We believe that diverse perspectives, experiences, and skills strengthen our organization and the industry we serve. All employment decisions are based on qualifications, experience, and the ability to fulfill the responsibilities of the position.