



Contractor University Business Coach

EGIA is a premier contractor development, contractor education, and home services trade association with over 80 years of sustained industry leadership. We are a dynamic workplace committed to our organization's success and known for our sound financial management and stability. We are currently seeking a motivated, energetic, experienced, and quality-focused individual to join our team as a Business Coach. This position can be remote or based in our Sacramento, CA office and reports directly to the General Manager of Contractor University.

Primary Duties & Responsibilities

1. Work directly with contractor members of Contractor University through one-on-one coaching sessions for Loyalty Rewards members (members who have paid for 1 year or more of Contractor University membership)
 - Build a detailed note taking process for each coaching member in Salesforce
 - Work in conjunction with Account Managers of the Members Services team to ensure engagement and follow through with coaching clients
 - Provide coaching clients with resources located on the Contractor University website as well as personal insights from HVAC contracting experience
2. Serve as one of the business coaches for the Next Level Coaching program (NLC)
 - Repeat the same process of engagement as listed above for one-on-one coaching clients
 - Support Director of Business Development in securing new clients into the NLC program
 - Create value through building training and development paths for each NLC client
 - Coordinate scheduling plan to meet with each client bi-weekly
 - Maintain detailed progress notes and accountability plan in Salesforce
3. Build roadmaps and coach Contractor University members through the Business Evaluator tool
 - Receive and review submission forms from contractor members
 - Create customized roadmaps based on member responses
4. Maintain spreadsheet on all coaching and Business Evaluator roadmap activity
5. Attend and contribute to weekly Member Services meeting and bi-weekly Coaching Strategy meetings
6. Facilitate communication with member Account Managers in order to create maximum engagement and support member's business goals
7. Dedication to learn all of the aspects of the Contractor University website training resource materials
8. Occasional travel to workshops or distributor dealer events may be required.

Skills & Specifications

- Comprehensive understanding of HVAC contracting, primarily from a business development perspective
- Ability to work independently with limited supervision and make decisions.
- Strong problem-solving skills and the ability to resolve practical issues.
- Highly organized with excellent project management and multitasking abilities.
- Strong attention to detail.
- Ability to collaborate effectively with cross-departmental teams.
- Proficiency in using CRM systems, preferably Salesforce.
- Strong grasp on, and overall knowledge of, Microsoft Office applications (Word, Excel, Powerpoint, Outlook)

Education and Qualifications

- Associate degree required, Bachelor's degree preferred
- Minimum of 5 years of HVAC contracting experience is required.
- Experience within a professional or trade association, contracting or contractor services organization or industry related business-to-business sales and/or account management experience.

Salary & Benefits

- Beginning base salary of \$90,000 per year
- Quarterly bonus available based on number of coaching calls and Business Evaluator roadmaps delivered
- EGIA offers a generous benefits package to all full-time employees that rival the top employee benefit packages available in the industry. EGIA's employee benefits package includes:
 - Nine paid holidays.
 - Personal Time Off (PTO)
 - Medical & dental insurance for you and your family, plus life insurance and long-term disability coverage for you.
 - After 6 months you are eligible for the company's 401k plan that pays up to a 4% salary match.
 - Annual salary review
 - Business casual dress policy
- EGIA is a drug free environment. Hired applicants will be drug tested.

Submit Resumes To jrevlett@egia.org