



Position: **Regional Director – (Illinois, Wisconsin, Minnesota, Iowa)**  
Description last updated: January 2, 2025  
Supervisory Position: No  
Position Reports To: Senior Director, Field Division East (FDE)  
Status: Full-Time  
FLSA: Exempt  
Location: Chicago Metro Area

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**PRIMARY PURPOSE OF THE POSITION:**

The Regional Director is responsible for contacting and developing relationships with design, construction, real estate development, and other professionals, within an assigned region, to encourage and provide solutions for the use of wood in non-residential and multi-family buildings. This person develops new opportunities for the softwood lumber industry and serves as an educator while also providing structural and architectural design guidance to clients. They are the 'go to' resource for design, construction, and development professionals with questions about the use of wood in their projects.

**ESSENTIAL JOB FUNCTIONS:**

- Apply engineering, and codes and standards expertise to provide technical solutions to architects, engineers and others involved in the design of non-residential and multi-family wood buildings
- Provide architectural, structural, and fire resistance insight and design guidance for new commercial, multi-family, educational, and institutional building structures including connections and components needing to meet building requirements, life safety, and jurisdictional requirements
- Support design teams in the development of their design using experience and internal resources to advise on efficient and effective structural systems, layout schematics, details, seismic considerations, wind and gravity loads, integration of steel, interface with concrete foundations, coordination of hybrid structures, and other assessments as needed
- Engage with jurisdictions in collaboration with the client to demonstrate the project's structural design compliance with respective building codes and local requirements
- Participate in and/or lead project team meetings, with architects, engineers, contractors, and/or developers, to ensure wide understanding of project design to allow for wood solutions
- Present educational seminars for architects, engineers, code officials, contractors, developers, and others covering the benefits of using wood and showcasing wood building designs
- Driving to in-person project meetings, educational events, and tradeshow within the region
- Contact design and construction professionals and offer wood-based solutions that meet their objectives
- Further develop the use of wood buildings in the regional market using traditional and consultative sales techniques—i.e., following leads, establishing contact, and building relationships. Activities include phone calls, emails, video calls, in-person networking, and office visits to find and develop new clients while maintaining existing relationships with or without referrals, introductions, or marketing support

**QUALIFICATIONS:**

- Proficiency in building codes and standards for wood-frame construction and ability to provide information and solutions to design professionals who have questions or issues related to specific projects

- Ability to proactively initiate contact with architects, engineers, contractors, developers, building officials, and others involved in the design and construction of buildings
- Excellent oral and written communication skills to represent the industry and WoodWorks
- Ability to engage design and construction professionals in positive discussions regarding material selection
- Ability to take initiative and work independently without direct supervision
- Proficiency in Microsoft systems including Microsoft Teams, Outlook, Word, Excel, and Power Point
- Experience with Salesforce is a plus

#### **EDUCATION AND EXPERIENCE:**

Required:

- BS or MS in Civil, Structural, or Architectural Engineering
- Professional Engineer License
- 5+ years structural design experience

Preferred:

- Project management experience (business development/marketing a plus)
- Light-frame wood design experience
- Mass Timber design experience
- IBC and local building codes, fire, design experience

#### **TRAVEL REQUIREMENTS:**

- Frequent regional travel for meetings (frequent day and occasional overnight)
- National travel of 2-4 trips annually (more during the first year for training and team development)
- Possession of a valid and unrestricted U.S. driver's license

#### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

WoodWorks and Wood Products Council are active Equal Employment Opportunity Employers, M/F/D/V. We welcome all people regardless of race, color, national origin, religion, age, sex, disability, veteran status, or other category protected by law.

A job description is a general description of the function and major duties of a job. It may not specify all duties, tasks, and assignments associated with a job. It is not intended to limit or in any way modify the right of management to direct, assign, and control the work of employees in a unit. Accuracy, attention to detail, ability to work effectively in a team environment, and ability to work in an atmosphere of multiple projects and shifting priorities are requirements of all jobs at WoodWorks. Additional job-related qualifications may be specified for some openings. Job descriptions are subject to periodic review.