



Vacancies

# Business Development Executive

**An exciting opportunity with a values-led, forward thinking company.**

Founded over 30 years ago, **The Rooflight Co** is a successful, employee-owned business based in the Cotswolds, employing around 40 people. We design and handcraft premium rooflights and roof windows for the construction and specification market, specialising in supporting architects, contractors and custodians of prestigious heritage properties to introduce natural light into their buildings.

The Rooflight Co is seeking a Business Development Executive to develop and nurture long term relationships with leading architect practices. This role is focused on securing repeat specifications by becoming a trusted partner to accounts: investing time to understand how each practice works, what they need, and where our solutions add value. You will confidently and credibly champion The Rooflight Co on the right projects, balancing a consultative, collaborative approach with the drive to win specifications. Acting as the key link between architect practices and our internal specialists, you will identify when and where key connections are needed to support architects through their projects, handing over enquiries to our experienced team to deliver a premium, expert service that builds on the rapport you created.

This role is ideal for someone who can combine:

- **Empathy and relationship focus:** You build trust naturally, build rapport quickly, listen attentively, and develop long-term partnerships.
- **Proactive drive:** You encourage clients to share live projects and opportunities, asking insightful questions, and ensuring the right technical colleagues are involved at the right stage.
- **Confident engagements:** You are comfortable presenting, engaging at events, and keeping The Rooflight Co front of mind in a consultative way.
- **Credibility and curiosity:** You have thoughtful, informed conversations to establish credibility, staying curious to uncover architect needs, and feed insights back to the business.

You'll be joining a growing, values-led, customer-focused organisation where every employee is also a co-owner. Our vision is to be the preferred choice of both customers and employees: showing we care by adding value and feeling valued; creating our legacy through innovation, long-term sustainability, and growing exceptional people.

THE  
**ROOFLIGHT CO.**  
COTSWOLDS

## *The Role and Accountabilities...*

### 1. Driving Specifications Through Early Engagement

- Identify live and upcoming projects early and position The Rooflight Co for specification.
- Drive repeat specification through managed accounts, keeping The Rooflight Co front of mind and re-enforcing our suitability for their projects.
- Ensure opportunities are followed up with the right colleagues to maximise successful specifications.
- Suggest new initiatives or content to encourage specification.

### 2. Trusted Partnerships with Architects

- Create and execute an account management plan per practice, including planned engagement sessions such as CPD delivery.
- Build and maintain strong, trusted relationships with target architect practices.
- Extend The Rooflight Co's presence into their wider network.

### 3. Understanding Architect Needs

- Ask insightful, consultative questions to uncover architect needs, priorities, and specification choices.
- Organise and deliver quarterly focus groups.
- Feed insights back into the business to enhance products, services, and architect engagement.





### *Qualifications and Experience...*

- **Proven Key Account Manager or Business Development Experience:** Track record of identifying and pursuing new business opportunities that result in specifications or sales; experience in the architectural or built environment sector is essential.
- **Premium Brand Experience:** Comfortable working in a premium or high-end context, representing a premium product with professionalism and credibility.
- **Relationship & Influence Skills:** Strong customer focus, active listening, and emotional intelligence; ability to influence architects through credibility, insight, and rapport.
- **Communication & Presentation:** Excellent oral and written communication; confident delivering CPD sessions and presenting to industry professionals; able to explain technical information clearly.
- **Results-Driven & Proactive:** A self-motivated, tenacious approach to uncovering opportunities, following them through, and driving enquiries; able to work independently and within a supportive team.
- **Organised:** Ability to gather, interpret, and share architect insights; disciplined in maintaining accurate client records and tracking opportunities.
- **Collaborative & Professional:** Works effectively with colleagues across the business to ensure architects receive a seamless, premium service.
- **Practical Requirements:** Full UK driving license and willingness to travel as required throughout the UK.
- **Educational / Technical Qualifications:** Degree or equivalent in Business, Marketing, or related disciplines to the architectural industry is desirable but not essential; technical knowledge of architectural products or specification processes is advantageous.
- **Professional Development / Industry Credentials:** Experience delivering CPD sessions, consultative selling, or account management training is highly desirable.

### *What we value...*

As an employee-owned business, our mission is driven by our three Guiding Principles - Values-led Culture, Innovation and Long-term Sustainability. These principles guide our Directors, Trustees and Co-owners in their decision-making and activities.

To succeed, you will need to demonstrate that your values and behaviours are aligned with our five values – Ownership, Focus, Professionalism, Resilience and Pride - each associated with specific behaviours. Together, they create an atmosphere where personal growth is encouraged, nurtured, and recognised.

### *The Package...*

Salary: £32,000 FTE plus performance bonus paid quarterly.

Location: Bourton on the Water and travel UK wide.

Working hours: 37.5 hours plus occasional attendance at evening events where required. Part time hours will be considered, minimum of 22.5 hours over three working days.

Travel Arrangements: Company EV with charging facilities on premises.

#### Company Benefits:

- Company Profit Share – First £3,600 tax free
- Assistance & Wellbeing Plan
- Life Assurance
- Health Cash Plan
- Additional Holiday
- Long Service Awards
- Co-owner Events
- Cycle to Work Scheme

### *Are you right for us – are we right for you?*

Please apply by sending your CV and cover letter to Natalie Moss [hr@therooflightco.com](mailto:hr@therooflightco.com) and tell us why this is the right role for you.

Closing date for applications: Friday 13<sup>th</sup> February 2026

Interviews held: Between Monday 16<sup>th</sup>- Friday 27<sup>th</sup> February 2026



**OWNERSHIP**



**FOCUS**



**PROFESSIONALISM**



**RESILIENCE**



**PRIDE**