



Job Responsibilities **Director of Sales at Collaborent Group, Ltd.**

Job Summary

As the Company's Director of Sales, you have primary responsibility for achieving Collaborent's top line revenue targets. You will manage Collaborent's internal and external sales teams, including training sales team members, setting and managing to individual team members' quota responsibilities, supporting sales efforts, and managing the escalation and resolution of challenges with prospects and customers. You will be responsible for identifying, prospecting, selling to, and closing major accounts. You will work in conjunction with the Collaborent sales team and suppliers' sales teams to identify prospects, coordinate sales strategies, manage sales pipelines, and designing and implementing overall business development strategies.

Target Compensation

The total compensation package will be commensurate with experience.

- Collaborent will offer a compensation package that is approximately 60% base and 40% incentive in the first year of employment
- Eligibility to participate in Company benefits plan

Qualifications

The Company seeks a Director of Sales with the following qualifications:

- Direct experience in selling products and services to local government entities, such as municipalities, school districts, counties, institutions of higher education, and special districts
- At least five (5) years experience in managing a sales team to growth
- Familiarity with Customer Relationship Management software; Salesforce.com experience preferred

Primary Relationships

- **Reports into:** Chief Executive Officer
- **Provides support to:** Executive Director of Sourcing Office
- **Manages:** Outside and Inside Sales Team

Principle Responsibilities

- **Sales**
 - Achieve and/or exceed Company revenue quarterly and annual quota plan
 - Establish supplier field and field sales management relationships and overall support to supplier sales forces in selling Sourcing Office programs
 - Coordinate and manage the entire sales process including daily sales activities, sales pipeline, internal training, external supplier sales training, customer and supplier escalation issues, and quota preparation and management for each member of the sales team.
 - Manage selling and Business Development to direct sales prospects that represent a minimum of \$20K annually in Company administrative fee revenue.
 - Build and manage the 30/60/90-day sales pipeline with sales team and respective supplier sales management.
- **Planning and Budgeting**
 - Meet and surpass Company, individual, and team sales goals.
 - Meet and surpass targeted supplier individual and team sales goals.
 - Maintain and implement proper expense business controls to ensure a solid sales expense management strategy within Company guidelines.



- Present your sales forecast, customer account status, and sales pipeline development strategy's performance to plan on a weekly and monthly basis, including explaining any variances to Collaborent management and other appropriate team members
- Review and understand Company programs and agreements with suppliers to ensure proper program implementation.
- **Organizational Strategy**
 - Ensure that the Company's philosophy, mission, and vision are pertinent and practiced in all sales engagements.
 - Ensure a consistent methodology used in all sales engagements, no matter the size of the prospect or opportunity.
 - Develop and maintain strong communication skills for internal and external presentations.
 - Provide open communication process within the Company that fosters creativity and accountability.
- **Management**
 - Manage and exceed new prospect and existing customer expectations.
 - Assist in designing and overseeing cross-functional teams throughout the organization (i.e. Outside Sales to Inside Sales and Customer Service).
 - Effectively following the strategic direction of Collaborent by:
 - Transmitting the Organization's values, vision, and direction.
 - Engaging people in the meaning of the organization.
 - Respecting and using the skills, expertise, experience, and insights of team members.
 - Providing direction and resources, removing barriers, and helping develop team members' skills; articulating expectations and clarifying roles and relationships.
 - Communicating effectively, which includes helping people transform information into knowledge and learning.
 - Ensuring quality decision making.
 - Anticipating conflicts, facilitating resolution, and modeling behavior

Initial:
