



Job Information & Specifications

Sales Account Executive: Collaborent Group, Ltd.

ABOUT THE ORGANIZATION

Collaborent Group, Ltd. is headquartered in Cleveland, Ohio. Collaborent creates and markets group purchasing programs for local governments and other public sector entities and receives as its fees a percentage of the monies spent by participating entities.

Collaborent's established group purchasing programs deliver its more than 300 clients improved pricing, additional value-added services, and enhanced terms and conditions. The Company's programs save taxpayer dollars and enable public sector entities to control costs while improving operational efficiencies. Collaborent currently offers office supplies, off-site printing technology, office furniture, electricity, print management, human resources/benefits services, renewable energy, managed IT/telecommunications solutions, and janitorial/sanitation supplies.

To streamline the public sector procurement process, Collaborent helped to develop and now works in collaboration with Sourcing Office, a council of governments, to source, match, and manage these programs on behalf of Sourcing Office participants.

In partnership with Sourcing Office, Collaborent creates and manages highly innovative and unique group purchasing programs for local governments and other public sector entities. Sourcing Office's programs are targeted primarily to the 3,700 local governments in the state of Ohio. Collaborent also makes its programs available to local governments, public sector entities, not-for-profit organizations, and private sector entities across the country.

Collaborent's relationship with Sourcing Office is a living, breathing collaboration. The organization develops its programs by partnering with large entities (what we call "Lead Partners") that will be spending large dollar amounts on products or services that are commonly purchased by other public sector entities. Collaborent recruits other potential participants to join a Sourcing Committee, a group of entities that are committed to shaping a best-in-class program and then buying through that program once it is established. Collaborent then disseminates these proven programs to other local governments and public sector entities.

INNOVATION IN ACTION

Virtually everything about Collaborent, its relationship with Sourcing Office, how it operates, and the approach we take to saving our customers time and money is on the cutting edge nationally of transforming local government operations. Most of the programs we develop and the processes we implement have never been done this way before. We are fast, we are nimble, we are opportunistic, and we are making a difference.

CORE VALUES

Collaborent is a values-driven organization that places the highest priority on operating with excellence, making it easy for our stakeholders (including customers and supplier partners) to work with us, solving problems creatively, establishing win-win collaborations, leveraging relationships, being nimble, and having fun while transforming this region.



Job Description: Sales Account Executive, Collaborent Group, Ltd.

Job Summary

As an outside Sales Account Executive you are responsible for generating revenue as a result of adding new Participants and Associations (“customers”), increasing customer utilization of supplier programs, while ensuring a team approach in working with Collaborent suppliers and inside sales to maximize revenue and profitability. From your prospecting, telemarketing, solution selling techniques, and overall business development strategies, you will be required to manage prospects and customers through the sales cycle by providing proposals, signing new customers, and assisting with the overall implementation of supplier programs. In addition, you will work closely with the company suppliers to ensure sales objectives are being aligned with driving revenue through the company procured contracts.

Primary Relationships

- **Reports to:** VP of Sales (Keith McDevitt)
- **Team member of:** Sales Team

Principal Responsibilities

- **Main (Revenue Generation)**
 - Achieve quota plan for revenue and new customers, including associations.
 - Generate new and repeat sales to customers to achieve monthly sales objectives, while increasing customer satisfaction.
 - Build and manage a sales pipeline from prospects and customers by supplier program.
 - Increase utilization of company supplier programs with customers and effectively cross selling, while driving revenue and providing maximum savings to company customers.
 - Coordinate and execute Key Performance Indicator (KPI) and Management by Objective (MBO) strategies.
 - Proactively recommend to customers products and/or services from suppliers existing procured contracts that are needed by customers to increase satisfaction, maximize savings, and improve overall transaction profitability.
 - Coordinate and manage entire sales process.
 - Work closely with inside sales to ensure proper data entry of customer information and reporting into company CRM (Salesforce.com) application and other company databases.
 - Regularly produce and distribute sales and marketing collateral.
 - Spearhead regular, sustained, strategic communications to “named accounts” and supplier reps with whom you are working.
 - Proactively initiate best practices and innovation.
- **Planning and Budgeting**
 - Meet and surpass Collaborent set individual and team sales goals.
 - Maintain and implement proper expense business controls to ensure a solid expense management strategy within company guidelines.
 - Design, prepare, and execute comprehensive business plan with assistance and support of VP Sales.
 - Prepare and present your sales forecast weekly (30/60/90), customer account status, sales pipeline development strategies, and performance to plan monthly, with assessment of variances to Collaborent management and other appropriate



team staff members.

- Review and understand company supplier programs and agreements to ensure proper implementation.
- **Organizational Strategy**
 - Ensure that the Organization's philosophy, mission and vision are pertinent and practiced in all sales engagements.
 - Develop and maintain strong communication skills for internal and external presentations.
 - Provide open communication process within company that fosters creativity/accountability.
 - Manage and exceed new prospect and existing customer expectations.
 - Collaborate with cross-functional teams throughout the organization (i.e. Outside Sales to Inside Sales and Marketing).