

**JOB DESCRIPTION: Account Executive, Cincinnati Based**

Responsible for all sales activities, from lead generation through close in an assigned territory (territory assignments may change over time to the benefit of WORKS growth). Develops and implements agreed upon sales and marketing strategy which will meet both personal and business goals of expanding customer base in the market area. Works with support teams for the achievement of customer satisfaction, revenue generation, and long-term account goals in line with company vision and values. Works with management as necessary and when requested to meet sales and other business objectives.

**Essential Job Functions and Responsibilities**

- Personal responsibility to continuously improve industry, WORKS programs and systems and presentation skills to achieve sales goals
- Responsible for the sales of professional online staff and student safety & regulatory compliance solutions tailored exclusively to the education industry, as well as with BODDs in Ohio. Other markets may be included as defined by management.
- Demonstrates technical selling skills and product knowledge in all areas that allows Account Executive to effectively present and represent all WORKS programs.
- Develops annual business plan in conjunction with Vice President, which details activities to follow during the fiscal year, which will focus the Account Executive on meeting or exceeding sales goals.
- Develops a complete understanding of pricing and proposal models.
- Demonstrates the ability to carry on a business conversation with key decision makers.
- Maximizes all opportunities in the process of closing a sale resulting in the taking of market share from larger competitors.
- Sells consultatively and makes recommendations to prospects and clients of the various solutions the company offers to their business issues.
- Develops a database of qualified leads through referrals, telephone canvassing, face to face cold calling on business owners, direct mail, email, and networking.
- Assists in the implementation of company marketing plans as needed.
- Creates and conducts effective proposal presentations and RFP responses that identify prospects business problems, the effects of the problems, and the WORKS solutions to their issues.
- Responsible for sourcing and developing client relationships and referrals.
- Demonstrates the ability to gather, submit detailed business information for pricing and presentation of solutions to identified prospects' business issues.
- Maintains accurate records of all sales and prospecting activities including sales calls, presentations, closed sales, and follow-up activities.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
- Participates and contributes to the development of customer training and educational programs offered to clients and prospects.

**Relationships and Roles (Internal/External Cooperation)**

- Maintain contact with all clients to ensure high levels of Client Satisfaction.
- Demonstrate ability to interact and cooperate with all company employees.
- Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity.
- Maintain professional internal and external relationships that meet company core values.
- Proactively establish and maintain effective working team relationships with all support departments.

**Job Specifications**

- 2-5 years of sales and/or marketing experience (industry sales experience will be valued).
- Strong software experience with Windows programs.
- Strong understanding of customer and market dynamics and requirements.
- Willingness to travel and work with our team of professionals.
- Proven ability to achieve sales quotas.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.