



Sales Specialist Job Description

Purpose Statement:

To empower the emerging generations with skills to lead in real life.

Job Description Overview:

Sales Specialist - This inside sales position plays a fundamental role in acquiring and cultivating new partnerships through inbound and outbound sales activities including phone calls, market research, development of sales presentations and relationship building. The ideal candidate is ambitious, self-motivated, great with people, organized, and friendly. The candidate must also possess a willingness to learn and be creative.

The primary focus of this role is to provide support to the Business Development team by responding to inbound leads from events and online inquiries while also prospecting new leads. In addition, the primary role of this job is to help Growing Leaders increase its impact through sales.

Reports to:

Vice President of Business Development

Key Responsibilities:

- Pull weekly sales reports for VP of Business Development
- Call incoming leads
- Facilitate *Habitudes* consultations
- Book Growing Leaders speaking team events
- Consult and Sell *Habitudes* resources to perspective partners
- Understand partner needs and requirements for young leader development
- Qualify lead opportunities for further development and closure
- Respond quickly to incoming leads through phone call, e-mail, and or text
- Enhance our CRM technology to expedite the sales process
- Build a pipeline and move prospects through the pipeline in order to close deals
- Develop a relational network and build relationships with prospecting clients
- Provide prospects with basic resources to learn more about Growing Leaders and *Habitudes*®
- On a daily basis, track prospects - identify decision makers, timelines, hot-buttons, and specific qualifications and enter data accurately and consistently into the company's CRM.
- Develop a culture on the internal team by pursuing relationships inside our office
- Solve problems and serve people inside the Growing Leaders team
- Lead some expo's and exhibits for Growing Leaders (Approximately 7 per year)
- Lead book table at attended events and pitch Growing Leaders resources from stage
- Lead virtual consultation webinars for perspective clients



Qualifications:

- Proven lead generation experience
- Track record of achieving goals
- Self-starter and goal oriented
- High energy, positive attitude
- Strong phone presence and experience dialing dozens of calls per day
- Experience working within a CRM (HubSpot, Infusionsoft, Pipedrive)
- Excellent verbal and written communications skills
- Strong listening and presentation skills
- Ability to multi-task, prioritize, and manage time effectively
- Bachelor's Degree

Work Schedule:

- This is a full time position. Standard office hours are 8:30am-5:00pm. This position does require some travel (1-3 nights per month) with heavy travel seasons in August, September, October (3-5 nights per month).