**Job Description**

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| **Summary** |
| Job Title | New Business Executive |
| Department | Slave-Free Alliance |
| Location | Manchester, UK |
| Full-time / Part-time | Full-time |
| Reporting To | Chief Strategic Officer |
| Main Purpose | To develop and sign new membership sales to Slave-Free Alliance and sell services to members on an ongoing basis |
| **Role Description** |
| * Generate own sales leads & prospects and follow-up warm leads from other sources; generate appointments and/or sales through cold (in-person) calling
* Set up and attend client/prospect appointments in agreed geographical regions
* Provide a verbal and/or written presentation of the services offered by Slave-Free Alliance with the prospective clients outlining the features and benefits of membership
* Create and manage own sales plan to deliver business targets
* Utilise the bespoke Pricing Matrix, quote clients for further services
* Follow up by telephone to arrange further meetings with the prospect or to provide additional information to assist in their decision-making as appropriate
* Obtain client approval of sale by signed contract
* Complete all contract documentation as required by sales handover process
* Ensure that services sold meet client requirements
* Use business CRM database for recording all prospect and client contact
* Complete sales process documentation: proposals, supplier quotes, margin analysis, contracts to required standards
* Complete a weekly report of activity undertaken outlining all prospects spoken to with all details as directed, together with a forecast of sales signings & values
* Provide feedback to the Chief Strategic Officer on all initial presentations
* Liaise effectively with all colleagues and managers as and when required
* Analyse own performance and undertake personal development activities
* Attend meetings and training course as directed
* Professionally represent Slave-Free Alliance and its activities to external customers, suppliers, regulators and third parties
* Maintain detailed knowledge of company services, industry standards, legislation & best practice
* Any other reasonable duties as directed by line manager
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| **Person Specification** |
| **Essential*** Minimum of three years’ experience in a business-to-business commercial sales role
* Evidence of excelling against sales targets and achieving required numbers
* Effective leadership skills with a proven ability to motivate staff effectively
* Experience and knowledge of managing clients and prospects
* Ability to build effective relationships, influence and persuade internal and external stakeholders
* Sales process knowledge & skills
* Exceptional customer service skills (written, verbal and presentational)
* Disciplined planning and time management skills
* Capable of relating to all parts of the business
* Produce and publish relevant reports on sales performance
* Excellent level of professional relationship building skills
* Good IT skills with a good knowledge of Microsoft Office Package
* Highly motivated
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| **General Competencies*** Organised and methodical
* Able to work in a team
* Exceptional attention to detail
* Works well with change
* Values self-development
* Able to prioritise own work
* Decisive, innovative and creative
* Excels at negotiating and influencing
* Excels at people/performance management
* Excellent time management
* Proven ability to project manage
* Passion for the organisational aims of Hope for Justice
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| **Review** |
| Date Completed | 01/03/2018 |
| Version Number | 3.0 |
| Approved By | IPD |