**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | | | |
| **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 | | |
| **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 | | |
| **Review** | | |
| Date Completed | | 01/03/2018 |
| Version Number | | 3.0 |
| Approved By | | IPD |