

Position: Director of Sales



Position Classification:	Full Time-Salary / Exempt
Position Reports to:	CEO
Position Supervises:	Sales Managers, Texas Territory Sales Representatives, Texas Account Managers

Position Summary

The Director of Sales will build Ingenium's market position by defining, locating, and developing business relationships. This position will also employ professional sales techniques, demonstrate product knowledge, manage and lead sales initiatives for Ingenium's Sales Managers, Territory Sales Representatives, Account Managers and foster long-term executive level relationships with customers, partners, manufacturers, and industry leaders. This position will also periodically modify the standard operating procedures and processes of the sales department.

Responsibilities

Essential function(s)

Duties include, but are not limited to the following:

- Develop and execute company wide strategic sales plan that incorporates and achieves company wide sales targets and margins.
- Work closely with CEO and Executive Leadership Team to devise new robust sales strategies.
- In conjunction with HR, maintain prospect list of potential sales people, and foster ongoing relationships with potential hires.
- Serve as a coach, leader, and mentor to sales team by helping them to achieve success in long sales cycle.
- Develops effective sales training program for sales staff.
- Oversees all hiring, training and development, and disciplinary actions of sales staff, up to and including termination.
- Monitors sales activity and evaluates against goals, using available CRM data and other metrics to measure growth, opportunity, and productivity.
- Maintains and demonstrates knowledge of industry competitors and partners.
- Provide management team with accurate sales forecasts and assessments.
- Reporting on forces that shift tactical budgets and strategic direction of accounts.
- Other duties as assigned by supervisor.

Non- Essential Function(s)

- Prepare written presentations, reports, and price quotations.

Qualifications and Experience

- 5+ years demonstrated experience in sales within the B2B space, with a minimum of 1 year managing a team of 5 or more.
- Must be able to travel 20-30%, to occasionally may include weekends and holidays.
- Demonstrated ability to effectively work with management, staff, vendors, and customers to achieve results.
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- Ability to demonstrate outstanding leadership that inspires, motivates, and supports others to perform well and create a team environment.
- Exceptional ability to listen and problem solve, with a history of responding calmly and professionally when addressing the needs of staff, vendors, and customers.
- Ability to communicate clearly, concisely, and accurately, while demonstrating initiative, patience, and courtesy.
- Excellent oral and written communication skills and continual attention to detail in composing, typing and proofing materials for grammatical and spelling errors.
- Ability to practice good time management, punctuality, and reliability.
- Track record of processing information timely and complete work within deadlines, and able to cope with peak periods of activity.
- Flexible, well organized, and able to prioritize work and numerous tasks in a deadline-driven, results-oriented culture.
- Ability to independently multi-task and follow assignments through completion with innovation, rather than waiting for direction.
- Relies on experience, instructions, guidelines, and judgment to plan and accomplish goals, while demonstrating creativity and latitude.
- Ability to maintain strict confidentiality.
- Proficient computer skills working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, etc. and the ability to effectively work on spreadsheets, word processing, networking, and email programs.

Core Competencies

The Director of Sales must possess a high level of the following competencies in order to be successful in this position.

Leadership and Mentorship

The Director of Sales needs to be a strong leader with the ability to create and share a vision with the sales team. The Director of Sales requires the ability to communicate, innovate, inspire and set the tone for the sales team. The Director of Sales will recruit and build a cohesive sales team. The Director of Sales will develop professional salespeople and motivate each person individually. The Director of Sales will coach and guide each individual to discover the answer, rather than providing it and will lead by example. Coaching is the number one sales management activity that drives sales performance. The Director of Sales will have better sales rep engagement, reduced turnover and improved job satisfaction.

Hiring

Hiring the right sales team makes a big difference. Director of Sales must systematically identify and select top sales talent will deliver improved team performance and sales results.

Performance Management

The Director of Sales must have ongoing planned and unplanned checkpoints to address performance issues and develop a plan of action to correct the problems. The Director of Sales must continually raise the bar on performance, and proactively communicate when performance issues arise or goals are not being met, and to have a viable solution in place.

Communication

Director of Sales must build bridges between top management, marketing, customer service and the sales team and encourage 360-feedback between themselves and the sales team. Whether oral or written, all communications will be concise, clear, and convincing. Communication must also be highly nuanced for the particular stakeholder or group being spoken to. They detail the sales process from beginning to end. They capture ideas, goals, stories and best practices in the company Sales Playbook.

Business Acumen

Business acumen is defined as the critical business thinking required to achieve your sales objectives. The Director of Sales must understand complex business issues and help sales reps view their business strategically. The Director of Sales must also teach sales people how to make wiser decisions, plan better, and effectively allocate their resources based on customer needs and potential for growth.

Strategic Thinking

Director of Sales must create and communicate the sales team's vision. Develop an approach to the marketplace. Continually manage and upgrade the sales process, and measure performance. Track compensation and incentives to the strategy.

Results Oriented

Director of Sales focuses on getting results for the company and do what needs to be done. The Director of Sales will coordinate multiple resources to the achievement of the decided upon outcome. The Director of Sales will take the blame for failures and give credit to the team for successes because they are driven by outcomes not their ego.

Market and Industry Understanding

The Director of Sales will have expert knowledge of the market and industry that they operate in and find it easier to maintain or improve the same knowledge in their staff. By being an expert, they inspire those around them to increase their expertise. This expertise helps salespeople develop important contacts and recognize worthwhile opportunities while establishing credibility, communicating value, and developing trust.

Education and Certifications

- A bachelor's degree in a business-related field is required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a temperature controlled office environment or travel via vehicle.
- While performing the duties of this job, the employee is required to walk 30% of the time, stand 30% of the time and sit 40% of the time.
- Position requires some degree of travel.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

Employee will be required to work a minimum of forty (40) hours of per week or as many hours as it may take to perform above job duties. Schedule may vary based on business demands and will require a combination of office hours as well as work performed after hours and/or weekends.

Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

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Employee Information

Employees Name:	
Employee Signature:	
Date:	

Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	