Title: Sales Consultant

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, manage, design, develop, modify and present sales programs.

Characteristic Duties

- Develop and increase account partnerships to drive increased market share and sales opportunities with top customers.

- Implement account strategy, and provide forecast and activity reports.

- Manage projects by providing business sales overview.

- Oversee signature/legal process for UC and client.

- Monitor progress of programs, develop sales tools, and prepare an assortment of status reports (i.e., activity, closings, follow-ups).

- Write proposals, deliver presentations to stakeholders, and construct contractual agreements between both parties.

- Develop leads with CEO and VP’s in various industries for UC Foundation by securing appointments and synchronizing those appointments with associates.

- Recruit and communicate with new consultants.

- Act as liaison to internal departments, external entities and community organizations.

- Perform related duties based on departmental need.

- Solicit corporate sponsorship.

- Create and organize sponsorship program packages.

- Developing marketing plans.

- May maintain budget, prepare contracts, approve and monitor expenditures, prepare budget requests and financial reports.
Title: Sales Consultant

- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in sales and program management. Experience may require at least one (1) year supervision.