JOB DESCRIPTION

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| **TITLE:** | Sales Director | **DATE:** | 1/2017 |
| **REPORTS TO:** | VP Sales | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Sales | **MGT/SPVR:** | Yes |

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**SUMMARY**

The Sales Director reports to the VP Sales He/she is responsible for the direction and management of all divisional sales and business development operations, including market competitiveness, pricing, compensation, and strategy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Directs sales forecasting activities and sets performance goals accordingly.
* Coordinates with Herman Miller to develop annual sales plans.
* Determines price schedules and discount rates.
* Responsible for hiring, training, performance evaluations and development of sales personnel.
* Participates in sales presentations to potential clients with sales representatives and VP Sales.
* Meets w/key clients, assisting sales representatives with maintaining relationships & negotiating and closing deals.
* Works with vendors to establish contracts, spiffs, etc.
* Champions an environment of continuous learning. Regularly shares functional, organizational and industry knowledge with team at large in company meetings, functional trainings, and through other media.
* Develops realistic quantifiable milestones and measurements that can encourage raising organizational performance, and measures return on investment. Celebrates accomplishments and achievements of key milestones.
* Develops networks and builds alliances with others (e.g., professional colleagues) both inside and outside the company. Actively assists others both internally and externally to develop collaborative networks in order to meet shared business objectives. Is seen as a thought leader in the community.
* Is a role model for the company culture.
* Builds relationships with outside constituents such as customers, A&D firms, real estate firms and project management firms.
* Manages overall sales process for division, set and manages appropriate metrics for sales funnel management.
* Achieves targeted results in sales, gross margin and divisional contribution.
* Participates in sales presentations to potential clients with sales representatives. Assists with negotiating and closing deals.
* Analyzes and controls expenditures of the division to conform to budgetary requirements.
* Develops strong relationships with other managers to focus support for sales activities, resulting in customers satisfaction

**SUPERVISORY RESPONSIBILITIES**

Directs the activities of the sales division. Carries out supervisory duties in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A. or B.S.) in marketing, communications or business administration or equivalent experience is required and MBA is a plus. Eight plus years sales and marketing experience. Comfortable dealing with people from all levels including C-level executives, users, and business influencers. Working knowledge of product lines. Excellent written and verbal communications skills. Proven track record in managing a direct sales team.

**QUALIFICATIONS**

Ability to plan and manage at both the strategic and operational levels. Established contacts and relationships with potential customers and business influencers. Outstanding consultative selling abilities and excellent interpersonal skills with executive level customers and partners. Proven sales track record in a new product/new market environment. Ability to work collaboratively with colleagues and staff to create a results driven, team oriented environment. Experience with a specific sales methodology, sales funnel management. Experience in choosing, deploying and using marketing and sales software applications. Capacity to assume more significant executive responsibilities over time.

**LANGUAGE SKILLS**

Ability to respond to complex inquiries or complaints from customers or members of the business community. Ability to write speeches and effectively present information to top management in client organizations, public groups, and other outside entities.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The physical environment is consistent with most professional service organizations. The noise level in the work environment is usually moderate.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.