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# Example of Account Development Job Description

Our company is growing rapidly and is looking to fill the role of account development. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for account development

* Identify new accounts through lead generation working with a list of targeted net new accounts
* Establish a positive working relationship with clients in order to facilitate the customer retention/renewal process
* Actively engage customers to ensure they are using their product as intended to its full potential and they also understand the capabilities of the products they receive
* Communicate business benefits
* Share of wallet assessment of the cardable opportunity in a company to be done in order to expand and cross sell products to increase travel & entertainment billings and Non T&E billings through the card platforms
* Retention of current billings with the customer
* Customer engagement through face to face client meetings
* Engagement with the customer by formulating a partnership plan which includes regular meetings with the customer, data & account reviews, discussions on new opportunities
* Engagement with the senior management (CFO/ CXO level) in order to meet the decision makers & influencers to accelerate sales
* Timely & accurate sales reporting is required

## Qualifications for account development

* Direct experience with people leadership
* Demonstrated background of success in a virtual environment
* Candidates should reside within 50 miles of the primary city indicated, be able to work from their home office, and be willing to travel frequently for in-person Client visits (valid driver’s license required)
* Coaching experience with both low and high performers
* Ability to troubleshoot and resolve Client issues
* Ability to deal with Clients across all markets/industries