



# Example of Sales & Business Development Job Description

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Our innovative and growing company is looking for a sales & business 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 sales & business development

- Demonstrate a strong understanding of the geomatics and geospatial market, in particular as these apply to transportation, infrastructure, utilities, buildings, and natural resources markets
- Guiding new clients through the client onboarding and credit approval process
- Seek out and pursue new opportunities with existing clients and untapped prospects to build pipeline and secure new MSAs
- Demonstrate ability to work with smaller accounts, that may be practice focused, in addition to larger accounts
- Maintain and grow activity to promote sales on multiple accounts
- Drive attendance of current clients and prospects to Slalom marketing events
- Develop and share marketing and sales collateral
- Spearhead and manage negotiations of opportunities in pipeline
- Conduct competitive analysis reports in order to stay on top of market competition
- Carry out regular meetings with front line reps (RSR)

## Qualifications for sales & business development

- 3-5 years experience with Institutional Sales, calling on Corporate, Public, Taft-Hartley, Endowment and Foundation entities

- Very effective organizational and planning skills
- Must be 18 years or older and have unrestricted work authorization to work in the United States
- Develops and maintains sales pipeline of opportunities to achieve lead generation objectives by placing calls and sending e-mails to potential clients for sales and marketing purposes (e.g., cold calls, off lists)