

JOB DESCRIPTION

JOB TITLE	Sales Support Specialist
REPORTS TO	Senior Sales Director
FOCUS	Support the sales and business development activities of the organization.
FLSA STATUS	Exempt
PAY	\$48,000 - \$62,000 per year

POSITION SUMMARY

The Sales Support Specialist is a full-time position supporting the business development efforts of Battelle for Kids. The primary function of this position is to support the growth of the sales pipeline for new and existing clients. This position will research, support outreach and help to qualify leads.

ESSENTIAL JOB RESPONSIBILITIES

- Research, generate and follow-up on leads for BFK networks, products and services.
- Conduct individual lead research to score and collect info on each lead and create a summary document for all sales qualified leads.
- Create contacts, sales opportunities and manage the sales funnel in Salesforce.
- Maintain CRM database (Salesforce) and daily sales activities including pipeline development and leads closure.
- Provide weekly reporting on sales objectives and goals.
- Assist with developing a strategic sales plan.
- Collaborate with the team to inform marketing and promotional materials.
- Provide a high level of customer service and consistent follow up on prospective leads.
- Support the needs of the Business Development Leadership Team, as required.
- Participate in conferences, meetings and other recruiting or prospecting opportunities.
- Other duties as assigned.
- Moderate travel to support clients and contracts (up to 25%).

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's degree and three years of inside sales or sales support experience. Knowledge of K-12 education sector preferred. Any equivalent combination of education and experience considered.

REQUIRED KNOWLEDGE AND SKILLS

Creative in developing new strategies and methods for lead generation and sales. Strong skills in process management, database management, customer service, and project management with the ability to work independently and part of a team. Strong ability to prioritize multiple tasks and meet deadlines. High level proficiency in MS Office Suite; able to navigate the internet proficiently. Salesforce proficiency is a plus. Excellent communication skills, written and oral. Exceptional organizational skills and attention to detail.

Work efficiently and collaboratively with a cooperative spirit. Manage multiple complex projects to deadline and budget. Work professionally and maintain a pleasant disposition. Maintain confidentiality and exhibit mature judgment.



Diversity, Equity and Inclusion Statement

Battelle for Kids believes education is the critical foundation for cultivating, promoting, and accelerating equity and inclusivity for society. We have a responsibility to advance deeper, 21st century learning for every student, everywhere, resulting in high quality, equitable experiences and outcomes. Therefore, Battelle for Kids intentionally prioritizes diversity, equity and inclusion in all aspects of our work with school systems and partners.

Our commitment includes:

- Inspiring others to envision and advance the creation of 21st century education systems, while also increasing the diversity of school systems engaged in this work.
- Creating conditions and supports that empower every student to thrive with agency, voice and choice; to create a better tomorrow for themselves and others.
- Supporting school systems as they elevate diverse perspectives of the broader community to build a shared vision of 21st century learning outcomes for all students.
- Surfacing and addressing practices, structures, and policies that cause inequities to take root and persist.
- Pursuing and providing evidence of successful, equitable 21st century learning.
- Continuing to equip ourselves, educators, and school systems to achieve equitable 21st century outcomes for all.

The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties and skills. Other duties may be added and this description may be amended at any time.

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