

Barefoot Creative. Job Description for Senior Account Director

Overview

Barefoot Creative is looking to engage a key team member in Client Development. The individual will be key to developing leads and nurturing potential clients. A knowledge of non-profit organizations, fundraising and business strategies is key.

Success in the role is to drive sustainable financial growth through boosting sales and forging strong relationships with clients.

Responsibilities

- Develop a growth strategy focused both on financial gain and customer satisfaction with new and potential clients
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare RFP's, proposals and sales contracts ensuring adherence to law-established rules and guidelines
- Keep records of sales, revenue, invoices etc.
- Provide trustworthy feedback and after-sales support
- Build long-term relationships with new and existing customers
- Build and lead the account management/client services team

Requirements

- Proven working experience as a client director, sales executive or a relevant role
- Proven sales track record
- Experience in client support
- Proficiency in MS Office and CRM software
- Proficiency in English
- Market knowledge
- Communication and negotiation skills
- Ability to build rapport
- Time management and planning skills
- BSc/BA in business administration, sales or relevant field

Please forward your resume to pam@barefootcreative.com