



POSITION DESCRIPTION

Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at two locations in the Twin Cities.

TITLE: Tech Dump Account Manager

REPORTS TO: Tech Dump General Manager

LOCATION: Tech Dump HQ, 860 Vandalia St, St Paul, with frequent offsite meetings

SUMMARY:

The Account Manager will implement business activities to ensure maximum sales growth. (S)he establishes clear priorities and measurable goals; focuses on a service-oriented, high-performing, and responsive culture to drive results.

ESSENTIAL ACCOUNTABILITIES:

Manages Pipeline and Profitable Revenue:

- Develop opportunities within our scope of services.
- Meet with key clients to maintain relationships, assisting customer service representatives to schedule services.
- Establish and execute weekly, monthly and quarterly sales plans that achieve company revenue and gross margin objectives.
- Establish and maintain a consistent corporate image throughout all customer interactions, promotional materials, and events.
- Work with leadership to develop an annual sales plan, with periodic updates, detailing sales volume, potential pipeline sales opportunities, and areas of proposed customer expansion, with measurable plans to achieve the objectives.
- Review and analyze sales performances against programs, quotes and plans to determine effectiveness.
- Ensure regular sales and marketing activity reports are tracked, measured and regularly reported to executive management.

Additional:

- Other projects and activities as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Sales experience required; IT-related sales experience strongly preferred.
- *Strategic Leadership* - Demonstrated ability to make strategic business decisions and to effectively link the financial and strategic objectives to the organization and mission; experience planning for the needs of the org & leading the successful delivery of the plan.
- *Action-oriented* - Demonstrated strategic and conceptual thinker with the ability to translate to operational objectives and take action.
- *Communications* - Demonstrated strong communication skills. Ability to interface and engage diverse groups of cross-functional department employees, community and clients.



- *Tech Savvy* – Demonstrated effective use of software (i.e. Microsoft Office, CRM) and tools.
- *Embrace the Values* - Support of and ability to reflect the values of Tech Dump: Teamwork, Respect, Responsibility, Commitment, and Hope.

Additional Position Information:

Pay Range: Salary range depends on experience and qualifications.

Classification: Exempt, according to FLSA guidelines.

Physical Requirements: Must be able to lift 30 pounds. The work environment is noisy and industrial (technical repair and recycling, warehouse); frequent standing, walking and sitting through the day; frequent use of computers and phones.

Work Schedule: This is a full-time, salaried position. Core business hours are Monday - Friday 8:00 a.m. to 4:30 p.m.

Other: This position includes routine travel within the Twin Cities metro area for meetings at several Tech Dump and Tech Discount locations. Periodic evening or weekend availability may be necessary.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

Tech Dump is an equal opportunity employer.

Updated August 2019