

JOB TITLE: Business Development Executive
CLASS: Management
CATEGORY: Regular (after Probationary)
STATUS: Full-time, Exempt
SALARY: \$40,000
BENEFITS: Eligible
REPORTS TO: Manager of Retail and Tech Support
LAST UPDATED: 07/15/2019



JOB SUMMARY:

As a Business Development Executive with Free Geek, you will be directly responsible for building meaningful partnerships with potential technology donors in our region as a full service ITAD. Success in this role is measured by hitting and exceeding monthly technology donation goals by staying ahead of weekly, monthly, and quarterly metrics.

You will work with our cross-functional team, and join our community of talented experts in establishing strategic business relationships with new clients, while driving client satisfaction to maximize incoming technology for Free Geek. Through managing our acquisition cycle, the Business Development Executive will develop leads, expand our active client base, and help procure the assets needed to impact communities across the US. You will function as an integral part of the sales and development teams while supporting all current go-to-market strategies at Free Geek.

DETAILED ESSENTIAL RESPONSIBILITIES:

- Promote Free Geek's services and interests to clients including data security commitments, efficient logistical preferences, benefits of working with a 501c3, and corporate social and environmental impacts of reuse.
- Build a territory and account plan for the fiscal year, leveraging existing clients, targeted account planning, prospecting efforts, and marketing initiatives.
- Validate prospective clients, establish new relationships, and build on existing client relationships. Proactively building relationships with all key individuals within a client's organization while managing and supporting the acquisition process.
- Identify and remove barriers to ensuring the acquisition of donated technology.
- Work with the Sales Manager, Receiving Manager, and Development team to determine a strategic acquisition approach to maximizing incoming technology donations.
- Share responsibility for documenting donations, generating invoices and providing documents such as receipts, certificates, transfer of ownership agreements and periodic impact reports to clients.
- Provide accurate and timely acquisition reports and forecasts to management and achieve

forecasted quota.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Passion for the work and mission of Free Geek.
- 2-4 years experience in Business to Business sales.
- Experience in selling a service.
- Experience in working with and maintaining a CRM database.
- Cold calling to closed account ratio is within set parameters.
- Understand the BDE quarterback model, excellent team building.
- A desire and passion for best-in-class Customer Service.
- Excellent follow through and attention to detail - seeing our service from our ITAD customer's view.
- Strong work ethic, positive attitude, and personal commitment to results.
- Genuine relationship builder who exudes professionalism and confidence to close the deal.
- Tenacity, and confidence in making phone calls.
- Ability to remain flexible about duties and expectations as Free Geek grows and changes and always assume positive intent.
- Confidence, tact and a persuasive manner.
- A willingness to occasionally work outside of business hours to resolve client issues.
- Excellent organizational and time management skills.
- Deep understanding of sales fundamentals such as qualification, establishing trust, and building and maintaining an acquisition pipeline.
- Ability to network and build trust with decision-makers.
- Strong presentation skills.
- Proficiency in basic office software, spreadsheets, Google suite, Presentation Software, Communication and Collaborative tools, Social Media, Data Visualization, etc.
- Excellent communication, networking, and interpersonal skills.
- Expert negotiation and diplomacy skills.
- Ability to be productive and successful without close supervision.

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Fluency in another language besides English.
- Demonstrated confidence and competence working with diverse populations.
- Knowledge regarding technical skills, such as might be gained from a committed understanding at a technical work position or as a serious hobbyist.
- Previous Free Geek work or volunteer experience.