



# Job Description

## Account Executive, Business Development Organization

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**Department:** Business Development / Sales  
**Minimum Experience:** 3 – 5 Years in Sales Environment  
**Role Location:** Virtual / Home Office

**Reports To:** EVP, Business Development  
**Education:** College Degree or equivalent experience  
**Travel:** up to 30% Travel, depending on location

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### Essential Job Functions:

- Create, cultivate, and close New Business Sales
- Expand new and existing customer revenue
- Represent M & I to the customer and supplier meetings Industry in a positive and professional manner
- Meetings Industry operational knowledge with ability to communicate all M & I Services
- Comprehension of all M & I departments and how to maximize the overall effectiveness when communicating expectations to prospects and clients

### Team Environment:

- Optimize effectiveness and interactions with client and internal co-workers
- Cross-train with all team members and departments on M & I Processes and Procedures
- Foster a positive work environment and integrate changes based on company, employee and client needs
- As a salaried job, additional hours may be required based on M & I or client needs.

### Customer Relationship / Continuous Improvement:

- Establish and maintain strong working relationship with client and internal M & I departments to support client and M & I operational requirements.
- Continuously improve communications and relationships with clients.
- Optimize service delivery by identifying and tracking customer needs and satisfaction

### Communication:

- Management – Clear, concise and effective communication with the SVP Business Development
- Prospect/ Client – Clear, concise and professional at all times, at all levels within client company
- Seek out training and advancement by working with senior individuals and leaders in the department

### Computer Skills

- Proficient in Microsoft PowerPoint, Word, and Excel
- Familiarity with a CRM system, such as Salesforce.com
- Outlook (email & scheduling)