



## Account Executive

### Job Summary:

The Account Executive is responsible for selling **Civica CMI** software and related services to local governments and municipal agencies with whom **Civica CMI** does not have an existing relationship. Account Executives work with customers to determine which **Civica CMI** products or services best meet their needs, propose solutions and ensure a smooth sale. Using a combination of business directories, client referrals, cold calls, municipal organization participation, conference attendance, and marketing initiatives, Account Executives generate leads and build relationships with the goal of obtaining new customers.

The position requires proficiency in the Microsoft Office suite including Outlook. Personal initiative, excellent verbal and written communication skills, combined with a strong drive to exceed goals and provide exemplary customer service are necessary qualities of the incumbent. The Account Executive will have interaction with all members of the Civica CMI team, with most contact occurring with the Sales Manager, Customer Service Manager, Implementation Manager, and Marketing team.

### Job Responsibilities:

- Travel to new prospective customers for face-to-face visits
- Preparation of Proposals, Quotes and Bid Responses
- Product demonstration skills
- Trade Show and Conference Attendance
- Client, Market and Competition Research as required
- Ability to represent company, product and solutions to prospective audience
- Sales Activities including Lead Generation and follow up, Webinar Coordination and follow up, Client Seminar Coordination and follow up
- Activity reporting in MarketPoint Lead Management system
- Scheduling of Sales equipment and resources
- Other duties as assigned by Sales Manager

### Qualifications:

College degree or equivalent relevant work experience required. IT experience and/or experience with municipalities a plus, but not necessary.

### Company Information:

**Civica CMI** is a **Civica Group Company**. **Civica** is an international market leader in specialist IT systems and business process services for the public sector. **Civica CMI** is a full-service computer consulting, software development, and systems integration company, committed to providing complete and well-supported solutions to meet the needs of its clients. **Civica CMI** provides an excellent benefit package for full-time employees, including medical, dental, vision, short term and life insurance, and a 401k plan. **Civica CMI will** not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin.