

## **ELCA Position Description**

*PERSONNEL POLICIES STATEMENT: In all of its services, both within the churchwide organization and in the fulfillment of this church's mission in the world, the employees of the Evangelical Lutheran Church in America shall carry out the duties to which they are assigned in faithfulness to the faith and mission of the ELCA.*

Title: Sales and Account Manager

Grade: 17

Reports to: Executive Vice President, MIF

Unit: Mission Investment Fund

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### **POSITION SUMMARY**

The primary responsibility of this position is to coordinate and drive assigned sales-related activities for the ELCA financial service units. The position is responsible for coordinating sales activity and monitoring and reporting on the sales pipeline for each product sold on behalf of the financial service units. Working within the ELCA, the position will interface with the financial service units' product managers in the business development process. The position will provide product managers with information on the competitive landscape, leads, cross-selling opportunities and product design and enhancement opportunities. The position will be expected to be a liaison with existing account managers for the various financial units. The position will be responsible for reporting on at least a quarterly basis to the M1 Advisory Committee on all sales progress.

### **DIMENSIONS**

**Operating Budget: Under \$500,000**

**No. of Employees: 0**

### **PRINCIPAL ACCOUNTABILITIES**

1. Sell identified products of the financial service units
2. Coordinate assigned aspects of the sales process, collaborating with product managers and account managers in solution development and proposal delivery
3. Collaborate with and provide input to account managers on accounts with multiple sale opportunities. Assist account managers in cross-selling as directed by the product managers.
4. Meet assigned targets for sales growth in assigned product lines
5. Participate in demand-generating marketing activities in the assigned market for the assigned products (e.g., trade shows and special opportunities).
6. Provide regular sales reporting to the Mission ONE Advisory Team and product managers at MIF, BOP and the Foundation. Develop annual sales, budget, and travel plans; participate in the development of convention and trade show strategies, and develop client sales call schedules in coordination with assigned account managers and product managers in the financial services unit..
7. Perform other duties as assigned

### **QUALIFICATIONS**

1. 8-10 years financial sales experience; prior track record of achievement in financial sales positions with significant accountabilityDemonstratedability to grasp complex financial product offerings in the banking, investment management and retirement plan industries.
2. Experience in developing, communicating and executing sales plans and strategies.
3. Effective sales and prospecting experience and the ability to transport that knowledge throughout a decentralized multiple location sales structure.
4. Ability to work as part of a decentralized team with regard to sales.
5. Excellent consultative selling skills; strong interpersonal and communication skills
6. Ability to produce high quality presentations and other sales aids.
7. Demonstrated ability to be proactive, innovative and driven.
8. Demonstrated collaboration skills with multiple subject matter experts.
9. ELCA.
10. Understanding of the mission of the ELCA.
11. Ability to work collaboratively in a virtual environment withcolleagues and staff around the country to create a results-driven, team-oriented environment.

12. Ability to manage a sales process utilizing CRM technology.
13. Trustworthy in the use of confidential materials, including but not limited to product design, pricing strategies and client tiering methodologies of each of the financial units.

### **PHYSICAL DEMANDS**

Extensive travel required by air and land. While performing the duties of this job, the employee is regularly required to talk and hear, stretch and reach, use hands and fingers to operate a computer keyboard and telephone keypad. This position requires sitting for long periods of time. Employee will frequently be expected to lift boxes weighing generally, from two to five pounds, but as much as 50 pounds.

2/2010