



THE HISTORY FACTORY

A HERITAGE MANAGEMENT AGENCY

Position: Account Manager

Location: Washington DC

Posting Date: February 9, 2015

The History Factory is the heritage management agency of choice for today's leading global corporations, organizations and institutions. For over 30 years we have delivered on our mission of helping organization discover, preserve and leverage their unique history and tell their authentic stories to meet their business challenges. We are growing and are seeking an Account Manager in our Washington, D.C. location. This position supports both the sales pipeline and sales lifecycle and manages projects with clients.

The primary responsibilities of the Account Manager are to:

- 1) support business development activities
- 2) effectively manage initial "phase one" engagements to ensure client satisfaction, profitability, and secure subsequent phases of work.

Opportunities for advancement are based on demonstrated ability to understand The History Factory's core competencies and solutions, effectively develop recommendations and sales approaches for clients and create the required content to enables successful sales outcomes

Responsibilities

- Create and support the creation of content required during the sales cycle including memos, proposals and presentations
- Develop standardized sales materials to support the effectiveness of the overall group
- Utilize sales force automation tools to report on sales activities and participate in business development strategy meetings
- Manage prospecting efforts (content templates, email blasts, CRM etc)
- Effectively manage "phase one" projects to project plan and secure revenues for subsequent phases of work
- Support the transition of new accounts to an implementation team

Defining Success

Success will be achieved by consistent performance in the following areas:

1. Accelerating the efficiency and effectiveness of the business development and consulting functions by supporting the leadership team
2. Effectively managing the creation and distribution of sales materials to prospects
3. Supporting the timely and accurate reporting of sales data and administration
4. Managing phase one projects to plan and converting phase one engagements into sales
5. Contributing to high scores on client satisfaction.

Basic Qualifications

- College graduate
- Minimum of 2-3 years professional experience, including direct client-facing experience and exposure to a business-to-business sales process
- Excellent writing, communications and problem-solving skills