



Employee Position Summary

Position Title: **Business Development Executive**

Position Report to Title: **VP- Business Development**

Department: **Business Development**

Date: **March 2010**

Position Purpose

The purpose of this position is to build a pipeline of potential Sequest Technology clients in their territory, conduct presentations, prepare and present RFP/RFI responses, give product demonstrations to prospective clients, close deals and function as a resource to explore additional opportunities with existing clients to increase sales and promote partner satisfaction.

Dimensions

This position will be responsible for searching for potential clients, building a relationship with the potential client while introducing the TIER product to them and closing the deal for Sequest Technologies.

Principal Accountabilities Sales 100%

- Increase new contract sales opportunities and improve the deal “close” process
- Boost existing client contract software license revenue and service revenue
- Remote and onsite subject matter and technical support (presentations, calls, documentation)
- Assists in identifying resources needed in the consultative sales process
- Trade show attendance
- Facilitates Regional User Groups in concert with the Director of Professional Services
- Develops and maintains an up to date reference resource document
- Facilitates special projects, i.e. market research, white paper development, training seminars, and other special assignments as defined by management
- Maintains Sequest sales documentation in accordance to company policies
- Perform all duties in a manner consistent with the values, mission and vision of the company

Career Path Core Competencies

Business Development

- Identifies business development and “add-on” sales opportunities as they relate to a specific project

Communication

- Facilitates potential and active client meetings effectively
- Effectively communicates sales status information to management
- Delivers engaging, informative and well-organized presentations
- Resolves and/or escalates issues in a timely fashion
- Understands how to communicate difficult/sensitive information accurately

Technical Understanding

- Possesses general understanding in the areas of application programming, SQL, database and system design methodology
- Possesses a thorough understanding of our capabilities



Professional Qualities

Leadership

- Challenges others to develop as leaders while serving as a role model and mentor
- Generates enthusiasm among team members and potential/current clients regarding the TIER product

Teamwork

- Consistently acknowledges and appreciates each team member's contributions
- Facilitates effective team interaction

Client Management

- Develops lasting relationships with client personnel that foster client ties
- Communicates effectively with clients to identify needs and evaluate alternative business solutions
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships
- Builds a knowledge base of each client's business, organization and objectives

Position Requirements

1. Minimum of 5-10 years sales experience, preferably in the clinical/healthcare software industry
2. Minimum of 5-10 years with information systems, preferably in a clinical/healthcare setting
3. Knowledge of relational databases, MSSQL is a plus
4. Strong written and oral communication skills; listening skills; solid interpersonal skills a must
5. Indepth understanding of business practices of a typical TIER client
6. Must be able to work effectively in a team environment
7. Must be able to work independently on a day-to-day basis
8. 75% travel