

# TOVAR SNOW PROFESSIONALS

**Position Title:**

Regional Director of Business Development

**Location:**

Corporate Office

**Reports To:**

Director of Sales

**Status:**

**Full-time**

**Non-Exempt**

**Position Purpose:**

Position adheres to TPS's mission statement, the Regional Director of Business Development's responsibility is a managerial and sales role that is accountable for overseeing and supervising the work of multiple employees and is focused on renewal sales and the development of leads to produce new sales

**Major Duties and Responsibilities:**

- Accountable for renewal and new sales goals
- Retaining and maintaining business relationships
- Executing new contracts
- Ensures that weekly appointment goals are met
- Assists the Branch Managers and Account Managers in customer visits
- Prepare job estimates and bid proposals.
- Works with the team to obtain and follow through on leads.
- Mentor
- Responsible for making the final ruling on splits.
- Holds Branches accountable for completing mid-season and post season reviews.
- Meets with Branches
- Networking Events
- Coordinates and implements training
- Works with Branches to confirm Quality Control within the sales process for CRM, Admin Complete,
- Estimates and Appointment Process
- Administers the new marketing plan
- Responsible for monitoring the larger accounts within their region during the snow season. Including but not limited to tracking and meeting with to resolve issues both during the storms and after
- Support Operations in an assistive Operations Manager role during the winter season
- Perform all other duties assigned by supervisor or manager

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**Education, Requirements, and/or Professional Experience:**

- High School Diploma or bachelor's degree preferred

**Skills/Qualifications:**

- Minimum of 3 years or more experience in high end sales
- Understanding of Salesforce
- Proficient in Excel, PowerPoint, Work and Outlook
- Exceptional Phone Etiquette
- Must have a cell phone that can download timekeeping application

**Physical Requirements:**

- Prolonged periods sitting at a desk
- Must be able to lift 20 pounds

**Print Employee Name:**

**Employees Signature:**

**DATE:**