

CLIENT RELATIONS MANAGER - CORPORATE SALES

Full-time position | Hybrid | Must live in Nashville, TN

Overview

Headquartered in Brentwood, TN, Bank Director is a dynamic, diverse and profitable privately-held media company. Since our start in 1991, we have focused on the informational, educational and training interests of C-level executives and members of the boards of financial institutions. These key leaders trust our team and products to keep pace with their ever-changing landscape. We do so through *Bank Director* magazine, BankDirector.com, exclusive conferences, research reports, a comprehensive membership program and various social media channels.

Job Summary & Responsibilities

We seek an ambitious, relationship-oriented, intellectually curious individual to contribute to our team's business development efforts. A strong work ethic, attention to detail and commitment to being a team player are characteristics we look for in our hires. This is a salaried plus commission-based position with duties that include:

- Developing new relationships based on existing product and service offerings
- Researching prospective companies and scheduling introductory calls with appropriate contact
- Responding to media kit inquiries
- Drafting, executing and filing contracts for new clients
- Identifying and qualifying leads generated from marketing efforts
- Tracking sales activity and updating prospects in Salesforce.com
- Minimum of first three months of employment working in our office Monday through Thursday; may work from home on Friday; adjustments after this period are based on performance
- Other duties as assigned

Skills & Qualifications

- Bachelor's degree
- 1-3 years of experience in a business development or client relationship role
- Excellent written and verbal communication skills
- Ability to build relationships on the phone, via email and in person
- Occasional travel to visit clients/prospects and attend industry events

Benefits & Perks of Working at Bank Director

Our culture is one of collaboration, where individuals look to exceed expectations. We are a friendly and ambitious team that takes pride in setting and clearing a high bar. Some of our benefits and perks include:

- 15 days of paid time off (PTO)
- Paid medical, vision and dental benefits for single employees - and deep discounts for those with spouses/families
- 3% match for 401(k) based on annual salary, regardless of your contribution, assuming an open account through the company's retirement plan
- 20 to 24 hours of paid volunteer time
- Casual work environment
- Various employee outings and get-togethers throughout the year

How to Apply

To apply, please send your resume to our Chief Operating Officer, Laura Schield at Lschild@bankdirector.com.