



Sales Representative/Account Manager

Civitas Advisors Inc. is seeking a full-time Sales Representative/Account Manager to report to the CEO. Civitas is a legal and consulting firm specializing in formation and renewal of property and business improvement districts. Over fifteen years, Civitas has worked with nearly 100 districts throughout California, and is now expanding nationally and internationally. The Sales Representative / Account Manager will be responsible for selling and managing the business improvement district formation process in various locations throughout Northern/Central California.

BEHAVIOR:

- Professional attitude, demeanor and appearance.
- Ability to change gears quickly and frequently.
- Unafraid to take risks, including cold calling.
- Willingness to occasionally work early or late, with some travel (must have own reliable transportation).
- Able to achieve results through people-persuasion rather than directing.
- Able to generate enthusiasm in others.
- Able to achieve results and meet deadlines while working on multiple projects.
- Actively seeking communications and relationships with a variety of people.
- Self-starter who enjoys competition.
- Creative and original thinking.
- Able to use highly persuasive communication.
- Outgoing personality with the ability to project self-confidence.

The position requires:

- Ability to work with a team and share communication and ensure open communication;
- Being able to anticipate potential problems and challenges with projects and identify solutions;
- Ability to prioritize, track and work multiple projects with various deadlines, with minimal supervision; and
- Ability to learn and explain complex legal procedures, concepts and requirements.

Key responsibilities include:

- Work existing leads, including telephone, in-person and written communications;
- Initiate contact with potential clients, including cold-calling;
- Use of internet, conferences, professional associations and other resources to locate potential clients;
- Make and follow-up on sales presentations to potential clients and/or government officials and staff;
- Submit proposals and track progress on potential clients;
- Manage new and existing projects and coordinate with clients, government officials, and co-workers to ensure deadlines are met; and
- Attend and make presentations at government hearings on projects.

The ideal candidate will have a professional demeanor and be able to independently prioritize multiple projects and deadlines with minimal supervision. Previous sales experience is preferred. A bachelor's degree is required.

Compensation: Base salary plus commission DOE; medical, dental and vacation after 90 days.

Please email resumes to clambeth@civitasadvisors.com . For more information regarding the position please contact Carson at 916-833-6231 or clambeth@civitasadvisors.com .