



Department: Sales

Reports To: Director of Sales

Earnings Potential: Up to \$75,000

The Inside Sales Representative (ISR) is responsible for closing sales and generating revenue for Foundation Group. In this high volume, inbound lead setting, the ISR will communicate with Foundation Group's leads, assessing their needs and determining the best service or product to meet that need, and closing sales. The ideal candidate for this position will possess the following qualities:

- Outstanding prior sales accomplishments
- Have met and exceeded previous sales goals
- Excellent verbal and analytical skills
- Strong time management ability
- Keen attention to detail
- Ability to work independently while being as comfortable working with a team environment

Responsibilities:

- Initiating and maintaining sales contacts with prospects
- Analyzing, qualifying, and ranking leads using established guidelines
- Warm calling prospects to identify compliance needs
- Daily maintain the updated leads
- Respond promptly to emails, both in-house and potentials
- Meet daily targets of set appointments with potentials
- Maintain appropriate follow up with potentials
- Work directly with Sales Director in obtaining daily, weekly, monthly and annual sales goals
- Inbound call qualification
- Web lead qualification via phone and email
- Administration - utilize in-house/client cloud based system and Salesforce.com
- Provide ongoing, recurring activity reports to management that include detailed lead information

Knowledge and Professional Development:

- Stay informed of new products, enhancements, state and federal law changes, industry trends and other relevant information
- Understand the impact of this information on the selling process
- Continuously improve by incorporating what you learn into your sales presentation

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Communication:

- Participate in weekly update meeting with Sales Director
- Actively participate in team and department meetings
- Effectively manage voicemail and email
- Interact daily with team
- Work collaboratively and responsively with team of Managing Directors

Minimum Qualifications:

- 2 years strong technology use
- Bachelor's Degree preferred
- Prior inside sales experience (minimum 2 years; 4 years preferred)
- Solid track record of sales success
- Excellent verbal and written communication skills
- Experience with CRM sales tools (Salesforce preferred)
- Web savvy
- Ability to type quickly (this position requires rapid data entry while on the phone with prospects)
- Strong planning, organization, and time management skills
- Excellent reflective listening and questioning skills
- Ability to manage multiple functions simultaneously and work in a fast-paced, constantly changing environment
- Ability to work independently and also participate and contribute as a member of a team
- Motivated self-starter with can-do attitude
- Nonprofit experience is extremely helpful, but not required. We provide extensive training on relevant issues.

Location: Nashville, TN

EXCELLENT COMMISSION-BASED EARNINGS POTENTIAL

\$25,000 base