

Source Consulting Group LLC is a market leading enterprise technology and practice management consulting firm. Primarily working with professional service organizations, such as law, consulting and accounting firms – we help our clients streamline their business management processes. We pride ourselves in maximizing efficiency and profitability for our clients. Our expert consultants are a highly talented group of professionals who support **Source** clients with their financial, client/project and risk management needs.

The **Sales and Business Development Manager** will be responsible for new lead generation and follow up. The role will be responsible for finding and exploring opportunities to increase new engagements for both existing and new service offerings working closely with the firm's Marketing Coordinator to expand Source's brand recognition and visibility within the market.

Role Responsibilities:

- Act as Source's Sales Champion over all of firm's service portfolio including ERP (Aderant/ 3E), CLM (Agiloft) amongst others
- Develop 'go-to-market' strategy, including the development of specific "go-to-market" service offerings to meet the trends within the current market
- Identify opportunities and formalize, including but not limited to, client engagement plans, marketing events, conferences and workshops implementing in coordination with the Marketing Coordinator
- Apply Source's branding style (created by Marketing Coordinator) across a variety of mediums
- Manage firm's CRM (establish and manage current/prospective client relationships via emails, calls and conference networking in conjunction with fellow internal team)
- Contribute to general marketing and communications (write and publish company press releases, update and maintain consultant biographies, strategize for optimal marketing ROI, attend industry conferences to work on lead development)
- Work with Marketing Coordinator to contribute to firm's Social Network platforms (including LinkedIn, Facebook, Google+, and Twitter) and website content
- Obtain and leverage client testimonials to support Source's brand from prior client engagements; collect post-project survey data
- Attend and utilize vendor conferences to network, outreach, and leverage sales initiatives
- Aggressively contribute to increasing new client leads for existing services
- Aggressively work new opportunities and generate leads specifically with gate-keepers to land

sales

- Responsible for ongoing relationship building with existing clients
- Business Development (manage and finalize RFPs, research and communicate industry trends to firm management to develop or re-align firm with new business opportunities in the market)
- Prepare and deliver both new and existing client statement of work (SOW) documents or quotes seeking input from subject matter experts (SME) as needed; correspond with clients accordingly and timely with updates and/or revisions
- Utilize MS SharePoint for organization of distributed proposals and collaboration tool
- Provide input to firm's management team regarding market demand for new staff as it relates to firm's growth
- Review client deliverables for branding and related professionalism
- Manage and mentor the Marketing Coordinator

Minimum Qualifications:

- Degree in Marketing or related field
- 4+ years selling professional services with targeted experience working with legal and other professional service clients
- 4+ years of experience in business development role, specifically in the legal service industry
- Social Media expertise
- Strong communications skills, written and verbal
- Portfolio of past experience or writing sample
- Strong MS Office skills including Excel, Word and PowerPoint
- Experience with CRM applications (Hubspot or like tools)
- Publishing designer tools expertise a plus including Adobe In-Design, Publisher etc.
- Self-starter
- Ability to travel up to 50%

Position Benefits:

- Compensation + performance-based bonus
- 401k Retirement plan option (Traditional and Roth)
- Starting with 3 weeks paid time off; tiered accrual rate
- Employer Paid (or heavily subsidized plan premiums) Medical, Dental, Vision, Life, and Disability Insurance
- Voluntary & Ancillary benefit plans

**To apply for this position please submit resumes to the following email address:
recruiter@sourcegroup.com**