



WESLEY HOUSING CORPORATION OF MEMPHIS, INC.



Job title: Sales/Marketing

Division/Department and Location: Homecare/Other Remote Location

Reports to: Director

Essential Duties and Responsibilities:

Plan and implement sales and marketing programs designed to produce an increasing number of residents/clients, members and billable service hours. These programs will encompass both tactical and strategic goals towards existing and new markets.

Develop and implement strategic marketing and sales plans and forecasts to achieve corporate objectives for Homecare services.

Establishes and maintains relationships with market/industry influencers and key strategic partners.

Establishes and maintains a consistent corporate image throughout all service offerings, promotional materials and events consistent with the mission and philosophies of the corporation.

Develop and manage member and agency relationships through customer service follow-up.

Represents company at trade association meetings/programs to promote services.

Maintain active participation and membership in networking organizations.

Delivers sales presentations/proposals in accordance with current policies and procedures to prospective members with a successful conversion rate keeping the welfare and needs of the client first.

Reviews and analyzes sales performances against programs, quotes and plans to determine effectiveness.

Monitors competitor products, sales and marketing activities.

Develops and recommends service positioning, packaging, and pricing strategy to produce the highest possible long-term market share.

Other duties as assigned and needed.

Responds to unusual circumstances and reacts well under pressure.

A clear and consistent commitment to the principles of the United Methodist Church as it relates to published policy.

Completes necessary paperwork and reporting in accordance with current policies and procedures.

Education and/or Work Experience Requirements:

- Must have a 4 year college degree
- A minimum of 5 years in related industry experience
- Successful track record of sales/marketing/business development
- Successful track record of working with a team
- Exhibit excellent inter-personal skills
- Exhibit excellent written/verbal communications skills including electronic and face to face abilities
- Maintain excellent communication skills internally and externally of the organization

- Exhibit or attain proficiency in computer systems including Microsoft Office products and industry specific programs
- Must possess valid driver's license

Physical Requirements:

- Ability to safely and successfully perform the essential functions of the job consistent with the ADA, FMLA and other federal, state and local standards including meeting qualitative and/or quantitative productivity standards in accordance with published policies and procedures.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to ambulate, bend, stoop and reach. Must be able to perform heavy work including lifting and carrying up to 50 lbs.
- Must be able to talk, listen and speak clearly and read and understand directions
- Must be able to provide reliable personal transportation and current vehicle insurance coverage
- Must have a mobile phone and provide use for the company
- Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions of this position

Salary: Full-time. Salary range: 30,000.00 to \$35,000/year

Benefits: PTO, Retirement Plan and Insurance Offerings.

Background check, references and drug screen completed on all positions. EOE

**To apply, send cover letter and resume to: Human_Resources@wesleyhousing.com
Or via fax: 901.380.4910.**