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| Job Title: | President and Commercial Sales | Status:  | Exempt  |
| Department / Group: | Executive Management | Travel Required: | Yes |
| Position Reports to: | Board of Advisors | Position Type: | Full-Time |
| Salaried / Hourly: | Salaried |  |  |
| Reporting Positions: | Operations Manager, VP-Administration and Marketing |
|  |  |  |  |
| **Approved By:** |  | **Date:** |  |
| **Updated By:** |  | **Date:** |  |

**Position Summary / Purpose**

Establish the Vision, Mission, and long and short-term strategic direction through the development of the company’s strategic plan. Establish, nurture, and maintain the organization’s culture by modeling the leadership, behavioral, and performance standards to which the organization holds itself.

Maintain market leadership through consistent sales and marketing to commercial prospects and hiring, and continuous development of the management team and all employees.

Ensure continued growth, profitability, and liquidity of the company as well as effective and responsible allocation of company capital. Provide vision and leadership in long-range fiscal planning.

**Primary Duties and Responsibilities**

* Develop both long-range strategic plans and annual business plans. Evaluate progress in executing these plans.
* Ensure accomplishment of the objectives as stated in the strategic plan through regular reporting and performance tracking, and ongoing refinement of the plan as needed.
* Serve as the model by which the company will be viewed in the market and the community, as well as the standard to which the company will hold itself.
* Develop and execute the Sales Plan for commercial markets.
* Maintain open lines of communication with the VP–Administration, and the entire organization.
* Track and ensure that all sales growth, profitability, and liquidity targets are consistently met.
* Maintain consistent and effective contact, building relationships with commercial customers, prospects, and partner businesses and organizations.
* Foster a team-oriented atmosphere consistent with the Vision, Mission, and Core Values of the company.
* Monitor and anticipate industry trends, customer needs, and competitor activity.

**Additional Duties and Responsibilities**

* Ensure that all National, Provincial, and Local taxes are filed on a timely basis and according to mandated guidelines.

**Decision Rights and Authority**

* Establishing the long term and short-term direction for the company.
* Development of the Strategic Plan.
* Hiring, selection, and firing of employees.
* Negotiating and establishing contracts beneficial to the overall success of the company.
* Make decisions regarding cash strategies, investment of company assets, and long and short-term debt, including refinancing and purchasing.

**Working Relationships and Scope**

* Regular communication with the VP–Administration and key managers regarding company performance and strategic issues.
* Along with the Operations Manager, ensure the highest degree of consistency in the execution of the company operating systems.
* Develop and maintain strong working relationships with external banking, legal, insurance, and accounting professionals who supply services to the company.
* Maintain strong relationships with appropriate industry, trade association, customer, supplier, and community contacts and participate actively on community organization and industry association boards.

**Performance Competencies**

* **Integrity**
Ironclad – Does not cut corners. Puts the interests of the business above self. Earns trust of co-workers. Intellectually honest, doesn’t play games.
* **Oral Communication**
The individual speaks clearly and persuasively in positive or negative situations. Effective in one-on-one, small groups, and in public speaking contexts. Adaptable and able to think on his / her feet. Demonstrates a command of the language. Easily articulates ideas and standards.
* **Written Communication**
Writes clear, precise, well organized letters, proposals, and emails. Uses proper grammar and punctuation. Demonstrates appropriate vocabulary and correct word usage.
* **Sound Judgment and Decision Making**
Demonstrates consistent logic, rationality, and objectivity in decision making. Achieves balance between indecision and uninformed hip shooting.
* **Team Building**
Achieves cohesion and effective team spirit with subordinates. Sustains a climate characterized by open, honest relationships where differences are constructively addressed rather than ignored, suppressed, or denied. Shares credit.
* **Strategic Planning**
Has the vision to look well into the future, consider options, and potential consequences. Considers options outside the existing limits of the company. Effectively leads the long-range planning activities. Focuses on key priorities in the shorter term.
* **Money Management**
Demonstrates sound fiscal habits. Employs a disciplined approach to spending.
* **Negotiation**
Achieves favorable outcomes in win-win negotiations. Demonstrates effectiveness in salvaging tense situations.
* **Excellence**
Sets high, “stretch” standards of performance for themselves and the organization. Demonstrates low tolerance for mediocrity. Encourages individual initiative. Maintains a level of intensity sufficient to achieve long-range goals.
* **Coaching**
Actively and successfully trains people for their current assignments. Coaches and develops managers for promotion into positions in which they succeed. A people builder.
* **Technology**
the individual uses typical communication devices to effectively speed communication and appropriately utilizes company-approved estimating, customer contact management, and standard word processing and spreadsheet software tools to enhance efficiency and accuracy of work performed.

**Qualifications-Knowledge, Skills, and Abilities**

* **Education and Experience**

MBA or bachelor’s degree in business, accounting or related field plus ten (10) to fifteen (15) years of related experience and training. (MBA is preferred but not required.) Minimum of seven (7) years of experience in General Manager or other position of overall responsibility for a business or major division. Broad business experience across multiple functions: Sales, Operations, Admin, Accounting, HR.

* **Financial Reports and Documents**

Proficient in reading and interpreting financial reports: Profit & Loss, Balance Sheet, and Cash Flow. Understands the relationship between the information on the reports and the business activities that generate them. Able to interpret results and translate into focused actions.
Insists on performance tracking through Key Performance Indicators (KPIs) in appropriate areas.

* **Strategic Skills**

Identifies clear opportunities and threats. Accurately assesses the company’s strengths and vulnerabilities. Comprehends the big picture.

* **Constructive Confrontation**

Has the ability to solicit, process and integrate inputs and ideas from subordinates, peers, and executives. Recognizes areas of conflict or disagreement and deals with them through open and honest dialogue. Effectively provides feedback.

* **Conflict Management**

Exhibits understanding of the natural sources of conflict and acts to prevent or soften them. When conflicts emerge, effectively works them through to optimum outcome. Does not suppress, ignore, or deny conflict.

* **Mathematical Skills**

Able to compute rate, ratio, and percentages, interpret financial reports, and analyze performance against business plans and industry benchmarks.

* **Listening**

Empathetic. Accurately tunes in to the opinions, feelings, and needs of others. Lets people speak. Listens actively, playing back a person’s point of view.

* **Computer and Electronic Technology**

Demonstrates intermediate to advanced skill in the use of computers, the internet, PDAs, and other digital technology specific to the job as well as MS Word, Excel, and other industry-specific software.

**Physical Demands**

*The physical demands described below are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently to stand and walk. The employee must regularly lift and / or move up to 10 pounds and frequently lift and / or move up to 25 pounds.

 **Working Conditions**

* President and Commercial Sales’ work is typically performed in an office environment and occasionally includes traveling to and meeting with customers, clients and business owners, and vendors at their facilities. Occasional exposure to the shop where vehicles and equipment are housed and maintained is expected.
* Noise level in the work environment is usually quiet

**EMPLOYEE POSITION ACKNOWLEDGMENT**

I have read and understand the duties and responsibilities of my position as President and Commercial Sales.

I have been provided with a copy of the company’s Position Description for this job.

I understand that I am responsible for carrying out the responsibilities defined in the attached Position Description and am expected to follow any additional job-related instructions, and to perform additional job-related duties as requested by my supervisor.

**SIGNATURES OF ACCEPTANCE**

Signing on behalf of this position and agreeing to accept all its accountabilities is:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Signing on behalf of the Manager’s position and agreeing to accept all its accountabilities is:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

***This position description in no way states or implies that these are the only duties to be performed. You will be expected to follow any additional job-related instructions and to perform additional job-related duties as requested by your supervisor.***