**Custom Electronic Design and Installation Association (CEDIA)**

# Job Description

## Job Title: Account Executive

**Reports to:** **Senior VP Member Success and Sales**

**FLSA Status: Exempt**

### WHY JOIN CEDIA

CEDIA is the global industry association that provides its more than 3,500 members from across the globe with education, professional standards and certification. Headquartered in Fishers, Indiana, the nonprofit organization advances the industry by positioning the profession and its integrator professionals as subject-matter experts who deliver technology solutions that enhance quality of life.

**SUMMARY**

We are looking for a dynamic and high-performing Account Executive to join our Business Development Team with experience in building solutions that provide value to our business partners.

Applicants should be curious and entrepreneurial with plenty of grit, analytical prowess, creative thinking, and initiative. The ideal candidate will possess a deep desire to understand, and have empathy for, our business partners’ different needs. He or She will have highly developed interpersonal skills and the ability to cultivate relationships and work collaboratively both internally and with senior executives and decision-makers.

Applicants should be highly organized and have a passion for delivering an exceptional service and communication to our partners.

### WHAT YOU’LL BE ACCOUNTABLE FOR:

As an Account Executive you will develop and nurture strong relationships from both a book of prospects as well as active and past customers and unearth new sales opportunities turning them into long term partnerships. The ideal candidate has the experience of bringing on new business, upselling, and hitting sales quotas and solution-selling over the phone, by email, and virtually.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*.

* Actively and consistently support all efforts to simplify and enhance the customer experience
* Conduct sales needs analysis with new and prospective customers, including the development of client-centric product solutions
* Responsible for achieving a monthly unit quota in data, phone, and video sales
* Design, develop, and deliver sales proposals and presentations on product benefits
* Self-generate leads by contacting prospective clients by telephone, cold call premise visits, networking, and industry events
* Maintain all sales databases necessary to report sales activity and customer information
* Attend all sales meetings and training sessions as required by management

**REQUIRED SKILLS**

* Outgoing team player excited to work cross-functionally and build relationships
* Ability to go above and beyond to push the CEDIA product team and help find solutions to unfulfilled needs of prospective merchant partners
* Ability to seek out new opportunities, drive projects, and navigate ambiguity with grace
* Excellent written and verbal communication skills with a paramount focus on detail
* Ability to celebrate change and embrace accountability
* Highly organized and excellent time-management skills
* A strong business acumen
* Ability to influence selling strategy and provide thought leadership
* Ability to look beyond your biases and opinions to deliver the best possible solution for customers
* A passion for smart home technology and IoT a plus!

**EDUCATION AND/OR EXPERIENCE**

* 3+ years of solution selling as an Account Executive, or in other sales/customer service role
* Bachelor’s degree in related field or equivalent experience

**Preferred Experience:**

* Knowledge of market research, sales and negotiating principles
* Experience with sales CRM platforms and/ or engagement platforms (e.g., Salesforce, Outreach, ZoomInfo).
* Tech experience or proven success in a fast-paced environment
* Experience executing on goals [quarterly/annual] for new deal signings and launches

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

*CEDIA is proud to be an* ***Equal Employment Opportunity*** *and* ***Affirmative Action*** *employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*