



CRISTO REY  
JESUIT  
COLLEGE PREPARATORY SCHOOL OF HOUSTON

## **Sales Manager**

Department: Corporate Work-Study

FLSA Classification: Exempt

Employee Type: FT/12-mo

Reports To: Director, Corporate Work Study Program (CWSP)

**Who We Are:** Opening in 2009, Cristo Rey Jesuit now has student enrollment of nearly 500 young men and women. Cristo Rey Jesuit offers a rigorous college preparatory education available to students of limited economic resources in the Houston area. Our unique Corporate Work Study Program places students in Houston businesses and nonprofits where they learn the expectations of the corporate world and earn up to 50 percent of the cost of their education. Cristo Rey Jesuit belongs to the national Cristo Rey Network of schools and the national Jesuit Schools Network.

**Our Mission:** To inspire and prepare students of limited economic resources to succeed in college and lead their communities as compassionate, committed, and competent men and women for others for the greater glory of God.

**Our Vision:** Compelled by our Jesuit mission and identity, we are a vibrant community that transforms the world by loving, learning, and excelling in all we do.

Read more about CRJ's teaching model and school community on [our website](#).

**Who YOU are:** We are seeking a dedicated, intellectually curious and mission driven individual who is open to growth and wants to be part of our community. They will have the unique opportunity to help develop one of Houston's most promising educational options for young men and women from families with low to moderate income. An ideal candidate should have an appreciation of the school's mission and a commitment to the values of Catholic education and be comfortable modeling an active and inspiring faith life for all in the community.

**The Job:** In this role, the CWSP Sales Manager is responsible for client acquisition and will have responsibility for identifying new client prospects and cultivating relationships with existing clients for service retention and growth. The Sales Manager will work with the Senior Manager, Business Development and Sales to develop and run the sales and marketing process. You will help manage the client onboarding process, developing, and executing sales tactics that contribute to the securing of new clients or renewal of existing ones, and developing business and civic relationships and networking to achieve client sales goals. This individual will work closely with the Senior Manager, Business Development and Sales, as well as collaborate with the Corporate Work-Study Program Committee (Jobs Committee).

**Responsibilities:** Core duties and responsibilities include the following. Other duties may be assigned.



**Job Procurement & Retention:**

- Primary responsibility for new client acquisition, growth of existing ones and the client renewal process.
- Design, lead, and execute acquisition, growth, and retention strategies.
- Source, procure and coordinate job placements.
- Identify new client prospects through market research, leveraging existing client partnerships, relationships with business and civic community stakeholders, etc.
- Develop and deliver pitches for current and prospective corporate partners, including cold calling, lead follow up, up-selling and cross-selling.
- Assist CWSP team in meeting annual CWSP employment benchmarks and revenue goals.
- Assist with the annual renewal process for the CWSP team and help to prepare the annual renewal package, including updated service prices, student performance data and other relevant information.
- Assist team in getting signed contracts returned by the due date following up with partners and assisting with questions.

**Sales Enablement & Volunteer Support:**

- Serve as back-up to the Senior Manager, Business Development and Sales in working with and leading the Jobs Committee.
- Facilitate and assist with sales calls.
- Assist with the donor-funding initiative. Follow this process from solicitation through payment working with the Community Engagement team.
- Identify networking events to attend in order to connect with new prospects.

**Customer Relationship Management:**

- Track progress of customer relationships to ensure the CWSP staff delivers a mutually beneficial partnership for all corporate partners and CRJ students.
- Develop a reporting system to ensure CWSP staff members are properly managing their accounts, communicating with supervisors, and scheduling site visits, in conjunction with the Director.
- Collaborate with the Senior Manager, Business Development and Sales to ensure work study program services are being provided at market rate, and client billing and payment processes are carried out in a timely and accurate manner in coordination with the business office.
- Work with partners who request edits to our standard contract making changes as appropriate.

**Database Management:**

- Develop reporting systems to gather data and track CWSP business results for Cristo Rey Jesuit and the Cristo Rey Network annual report.
- Collaborate with CWSP staff to manage primary databases including Salesforce (Work Studyforce 2.0), and the Cross-Sell Database provided by the Cristo Rey Network, ensuring that information is accurate and current.
- Manage Salesforce including generating renewals and setting up new partners.
- Manage and track the Prospect Database sheet for the CWSP Committee.



- Assist with inquiries from other Cristo Rey schools

**Partner Billing:**

- Ensure that client billing and payment processes are carried out in a timely and accurate manner coordinating with the business office.
- Serve as the primary point of contact for CWSP billing.
- Manage corporate partners' financial information in the Partner Billing Spreadsheet and liaise with CRJ finance/accounting each month on the A/P process to confirm monthly invoice amounts are accurate and payment schedules up to date.
- Track A/R and meet with Finance monthly to ensure that the amount of past due receivables remain low to non-existent.

**Account & Relationship Management:**

- Build strong relationships with students, via being a model of conduct and offering guidance as they are introduced to the corporate work world, as well as building relationships with the professionals at various workplaces to ensure success.
- Serve as a liaison to an assigned portfolio of CWS business partners and manage corporate accounts through developing and maintaining working relationships with CWS supervisors and decision makers.
- Conduct site visits in accordance with Department of Labor requirements.

**Education and/or Experience:** Bachelor's degree from four-year college or university in business management; master's degree preferred

**Key Competencies:**

To perform this job successfully, an individual should possess the following key competencies:

- Proven commitment and ability to serve and connect on a personal level with the diverse and dynamic students and families, faculty, staff and other stakeholders that comprise the Cristo Rey community.
- Two years of experience in direct sales or sales support, management experience preferred
- History of success in meeting sales and performance goals.
- Persuasive communication and negotiation style, with excellent interpersonal, and written and verbal communication skills.
- Proven leader with exceptional organizational and management skills.
- Comfortable working independently and collaboratively to problem solve in a rigorous workplace environment.
- Ability to adapt and excel in a fast-paced work environment.
- Working proficiency with Salesforce or other customer relationship management software.
- A desire to learn and be part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the work study program.



**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft & G-Suite database software; spreadsheet software; word processing software; electronic mail software; and presentation software. Familiarity with Salesforce or another customer relationship management software.

**Other Qualifications:**

- Exceptional sales and customer relations skills; at least 2 years in a sales or business development role.
- Exceptional communication skills, with excellent interpersonal, written, and verbal communication skills.
- Commitment to faith-based education and holistic student development.
- A desire to learn and be part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the Corporate Work-Study Program.

**Compensation:** Competitive salary, benefits, and paid vacation.

**Physical Requirements and Work Environment:**

- Regularly interact with students, parents, staff, corporate partners, and visitors.
- Work at a desk and computer screen for extended periods of time.
- Be able to occasionally lift up to 30 lbs.

***Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Jesuit Corporate Work Study Program, Inc. are equal opportunity employers.***