



## Position Description

**Position Title:** Director of Sales, Clincierge®

**Reports to:** CEO

**Department:** Sales

**Status:** Exempt

### Position Summary:

The Director of Sales, Clincierge (DOS) is responsible for planning and executing sales plans targeted at the Clinical Trial performance improvement market. The DOS will be responsible for goal achievement by directing and managing the activities of our Sales and Sales support positions.

### Essential Duties:

- Establishes, manages, and monitors achievement of sales department goals by implementing sales and marketing strategies that support corporate objectives
- Develops and manages Sales operating budget and compensation plan
- Management of sales territories
- Directs, manages, and monitors performance metrics for Sales Leaders and Sales Support positions to achieve individual sales and department goals
- Manages Clincierge conference planning and industry events (attendance, exhibit booth, promotion)
- Develops, implements, improves new processes and procedures for effective and efficient departmental and interdepartmental operations
- Works in conjunction with marketing to contribute to the development of sales presentations and marketing materials
- Supports Sales Leaders with presentations and closing business
- Reports Sales activity to company
- Routinely analyzes and conducts competitive analysis
- Member of the Management Team

### Supervisory Responsibilities:

- Manages Sales Employees, Sales Support positions, oversees Sales or Sales Support Contractors (if applicable), and may oversee certain marketing consultant activities
- Completes employee Objective Performance Appraisal System for direct reports
- Lead training of staff and on-boarding of contractors for Sales and Sales Support roles

### Financial Responsibilities:

- Complies with all Company and accounting procedures
- Manages expenses to department budget in alignment with sales goals



**Authority:**

- Manages to Grants of Authority Policy
- Has hiring and termination authority

**Experience/Qualifications:**

- Minimum 10 years overall Sales experience
- Minimum 5 years as a Director of Sales
- Experience selling clinical trial services to health science, pharmaceutical, or clinical research organization clients required
- Experience directing Sales in conjunction with Marketing is an advantage

**Aptitudes/ Work Characteristics:**

- Ability to learn new procedures quickly and efficiently
- Highly organized and plan-oriented; adept at prioritization and goal achievement
- Desire to work in a high growth, dynamic environment
- Ability to identify and correct inconsistencies or errors
- Strong communication skills and ability to motivate others

**Working Conditions:**

- This position is based in the Philadelphia headquarter office
- Essential functions and major accountabilities are typically performed within an office environment
- A significant part of the workday requires sitting at a workstation, working on a computer
- The position may require non-traditional work hours
- The position may require up to 10% overnight and/or weekend travel

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By Signing below, I acknowledge and accept the job expectations and requirements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Approvals:**

Human Resources: \_\_\_\_\_

Department Manager: \_\_\_\_\_

Implementation Date: \_\_\_\_\_