



Function: Regional Account Manager

Location: Remote, Freelance, United States or Canada

Apply: Please see the Join Our Team section of the [S. Sutton & Associates Inc. website](http://www.ssutton-and-associates.com) (www.ssutton-and-associates.com), and use the APPLY HERE button to upload your resume and cover letter consolidated into one document.

We are S. Sutton & Associates Inc. a philanthropic management consulting firm, serving nonprofit organizations and philanthropists. As dedicated specialists, we bring an understanding of best practices and experience across North and South America, Europe, Asia and the Middle East. Our decades of experience in all aspects of strategic planning, governance and fundraising enables us to provide ideal strategies and approaches to realize organizational success and the vision of leading philanthropists.

Built on an agency model, we draw upon a network of high performing technical experts to assemble customized Innovation Teams to meet each client's unique needs. Our Associates are freelance consultants who, at their discretion, accept consulting engagements and who have the flexibility to work full - or part-time and from any location they choose.

WHY JOIN US?

You will be part of an international consulting firm led by recognized leaders in philanthropy. Through our unique Innovation Team Model, Associates of the firm:

- Accept consulting engagements as desired
- Benefit from an attractive compensation and incentive structure
- Revitalize their professional experience and profile
- Gain experience in State, Provincial and International markets
- Build an exciting alternative - or complement to - full-time employment



We are proud of what we have built and are even more excited about our future. If you are the right person, we are excited to share our opportunities and success with you. Our projects attract a large network of smart, team-oriented professionals drawn to an entrepreneurial and creative environment. We work hard together, play hard together, and we support Associates to be successful individually and as a team.

POSITION SUMMARY

Title: Regional Business and Associate Development Account Manager
("Regional Account Manager")

Geographic Focus:

US: Northeast and Mid-Atlantic, South, Midwest, Southwest, Mountain and Desert or Pacific

CANADA: Inclusive of Calgary, Montreal, Ottawa, Toronto, Vancouver

Hours: Flexible

Location: Remote, Freelance, US or Canada

Compensation: Commission-based model

We are looking for Regional Account Managers to implement our two-pronged approach of successfully securing nonprofit clients (in both Canada and the USA), while also attracting highly competent philanthropic professionals to join our team as Associates. Both of these missions are vital for the success of S. Sutton & Associates Inc.

BASIC JOB RESPONSIBILITIES

Business Development

- Identify and secure nonprofit clients that align with the firm's client profile
- Represent the firm, as needed, in the region with the nonprofit community



Recruitment

- Recruit Associates to staff Innovation Teams across service functions in key cities within the respective region, leveraging both leads identified by S. Sutton & Associates Inc. and personal professional network
- Recruit Innovation Team leads in targeted cities, work with team leads to build Innovation Team networks
- Outreach to potential clients and Associate candidates to present the firm, assess needs/interests, and develop relationships
- Cultivate and track relationships (via Salesforce), leading to successful client contracts and recruitment of new Associates to the firm
- Meet/exceed agreed upon metrics for contacts (outreach), client contracts, and successful recruitment of Associates
- Assist in developing a robust client and candidate pool, using Salesforce
- Utilize marketing materials and participate in material development by providing client/Associate insights and needs
- Steward existing and past clients toward future opportunities for the firm
- Report needs, progress, and success to the US or Canadian Lead as agreed upon
- Timely, organized communication and follow up with potential clients and Associates
- Contribute to the success of the firm through on time delivery of responsibilities, participation in assigned team meetings, and timely communication with colleagues
- Maintain current knowledge of the firm, key target markets, and needs within each market
- Continue to hone sales and recruitment skills



ATTRIBUTES

Candidates who thrive at S. Sutton & Associates Inc. possess the following attributes:

- Demonstrated ability to fulfill responsibilities remotely and in a virtual environment
- Demonstrated ability to work with variable teams in diverse environments on behalf of a wide range of clients
- Exceptional written and verbal communication skills
- Outstanding organizational and prioritization skills
- Superior attention to detail, professionalism, and good judgement

HOW TO APPLY

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