SLED Account Coordinator (Managing Consultant)

Job description

ABOUT SPI

Strategic Partnerships, Inc. (SPI) is a full-service, public sector focused, consulting and research firm based in Austin, Texas. SPI specializes in government procurement consulting, governmental affairs and customized research. SPI is recognized as a pioneer in the business of partnering public and private entities for commercial purposes. To learn more about SPI, please visit: www.spartnerships.com.

ABOUT THE POSITION

SPI’s Consultants work in client account teams for specific clients. Each Consultant is responsible for managing an account team’s efforts to meet various clients’ expectations. SPI has developed a procurement consulting model that has proved to be very effective. The model calls for all consultants to be part of a team approach to success. Some experience in sales and marketing would be a bonus but is not required.

JOB RESPONSIBILITIES

- Contribute to the development of the strategic direction designed to meet individual client goals
- Manage client accounts with oversight from a Senior Consultant
- Supervise internal and external resources to implement the strategy designed to meet clients’ objectives
- Work with the client account team to implement an action plan in line with contractual commitments to assigned clients, maintain this action plan as well
- Lead internal and external client strategy sessions
- Communicate with clients by phone and in person regularly
- Review and approve client status reports
- Ensure client satisfaction, retention and grow assigned client accounts
- Contribute to the development of account team members by way of education, mentoring and inclusion in a variety of client based functions
- Manage the profitability of each assigned client account
- Perform all other duties as assigned

PREFERRED TRAITS AND EDUCATION

- Graduation from an accredited 4 year college or university
- Experience with Sales, Business Development, and/or working in the public sector
- Proven ability to develop, communicate, drive and deliver strategic initiatives
- Proven account/project management skills
- Excellent oral, written and presentation skills
• Demonstrated leadership ability
• Strong problem solving skills with the ability to identify and execute process improvements
• Demonstrated commitment to high quality client service interactions and consistent quality outputs – at least 8 to 10 years of client account management experience
• Strong interpersonal, organization and time-management skills
• Solid web based and computer skills, particularly internet searches and MS Office

**To apply:** Send resumes to lmatisi@spartnerships.com with “Managing Consultant” in the subject line.