

# **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](http://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](mailto:lmatisi@spartnerships.com) with “Managing Consultant” in the subject line.