



Inside Sales Development Assistant

Location: Linthicum Heights, MD

Position Type: Full Time, Employee

Our dynamic and energetic sales team is looking for an assistant and collaborator as we navigate a time of incredible scale-up. The federal marketplace is a dynamic and fluid arena that we excel in navigating for our clients. You will be working in a highly motivating, learning, and collaborative environment. We are looking for a well-grounded, inquisitive, and self-disciplined assistant with initiative to grow your professional skills in a dynamic and fast-paced environment focused on the future.

Job Description: A successful Development Assistant will spend the workday supporting lead development, relationship building, and sales opportunities within our company. We don't pretend that it will be easy. Joining our team that is embarking on the scale-up phase is an amazing challenge, pushing into and beyond the boundaries of natural growth cycles. You will be comfortable moving quickly and accurately and be brilliant at continually re-prioritizing what must get done to keep TargetGov growing. You will provide a constructive cornerstone to the sales team researching and setting up sales calls and meetings. You are responsible for accurate record keeping that includes sales reports, electronic databases, and sales proposals for prospective customers. You support and engage leads through a variety of modalities – phone, email, LinkedIn, social. You are observant, experienced in managing calendars and task lists, and are fully responsible for how you spend your work time ensuring that the day to day is running with the optimal flow. You have a strong work ethic that understands the value of making and meeting your commitments. You love a creative team around you, consider yourself to be a life-long learner and feel great when you see a problem and determine a solution. Our office is an intimate environment that fosters independence and 1:1 collaboration.

About TargetGov: a nationally-recognized strategic business consulting firm helping companies do business with the federal government. Our mission is to increase revenue for our clients using proven methods in the three practice areas that produce the greatest results: (1) market research and analysis (2) Federal sales and marketing plan preparation and (3) sales, marketing and business development training. We are a boutique firm located near BWI Airport. Our clients are located throughout the U.S. and represent many different industries.

Qualifications:

- A Bachelor's degree or equivalent experience preferred
- 1+ years of sales experience preferred (we love quota driven sales experience) Customer service skills with sales and marketing experience a plus
- Strong verbal communication skills, in both individual and group settings. Active listening and ease in asking questions a must.
- Agile, enjoys test-and-learn approaches, constantly pushes to succeed in new ways: bold, unafraid, adventurous
- Comfortable in a collaborative and cooperative environment; willing to work independently and on teams to meet goals and client expectations
- Excellent organizational skills, time management skills and Initiative to drive organizational processes

- Excel working in a fast-paced environment where things are evolving quickly and successfully meeting goals to identify qualified targets
- Intermediate to Advanced-level Microsoft Office Suite (Word, Excel, PowerPoint)

Additional Desired Qualifications:

- Familiarity with Salesforce platform
- Strong background in customer service
- An understanding of the federal government marketplace
- Desire and ability to learn a new product to assist government contractors growing their business

Essential Functions include:

- Be an active member of our dynamic professional office, including full and part time employees
- Qualifying new opportunities with potential clients; Proactively prospect CRM for potential new sales and/or client up sales
- Assist with post-conference follow-up to identify qualified leads
- Support the development of a qualified, growing pipeline
- Schedule appointments, sales calls, and team meetings
- Correspond via email and phone in support of TargetGov Executive and Sales Consultants
- Prepare and assist with management of client files and communications; updating of current records
- Provide quality assurance on formatting and content of documents
- Track contract proposals and weekly/monthly sales team production
- Maintain customer confidence and protect operations by keeping information confidential
- Handle and/or field incoming inquiries via website, phone, or e-mail regarding specific project engagements from clients and potential clients
- Research current and new prospects public data and information; production and distribution of documents for prospect meetings and client briefings
- Prepare responses to routine memos, letters, and correspondence

We are looking for a conscientious person who is willing to commit one to two years growing with us. This is rewarding work that can lead to other opportunities within a growing firm that helps companies be more successful selling their services and products to the U.S. federal government. If you meet the criteria above or know someone who does, email your cover letter and resume, and mention this posting, to: <https://targetgov.bamboohr.com/jobs/view.php?id=25>

TargetGov at Marketing Outsource Associates, Inc., is an equal opportunity employer and participates in the E-Verify program.

Compensation: \$42,000.- to \$51,000.- annually, Commensurate with experience