

## REGIONAL DIRECTOR

### **Position Overview:**

Exciting non-profit educational services organization, located in the heart of New York City, is seeking a Regional Director responsible for sales, result interpretation, and client service. This is a full time position in California.

### **Responsibilities:**

Responsibilities include but are not limited to:

- Identifying potential clients in territory assigned using cold calling and lead generation
- Managing existing client schools accounts and up selling products and services
- Pro-actively contacting and following-up with client schools
- Independently managing client schools as assigned
- Answering basic questions/concerns from client schools
- Assisting client schools in effective interpretation and utilization of score reports for next-steps instruction
- Make recommendations for continuous improvement of client school services and communications
- Supporting letter writing, presentation, event coordination and other projects as needed
- Attend staff meetings, strategic planning sessions, educational conventions, or other as needed/requested

### **Qualifications**

- Prior classroom or school curriculum experience required
- Ability to interpret assessment results a plus
- Prior experience in sales or account management preferred
- Ability to multi-task and meet established deadlines
- Familiarity of online assessments and associated tools preferred
- Proficiency in Microsoft software including Word, Excel, and PowerPoint
- Knowledge/Utilization of ERB products a plus
- Prior remote work experiences a plus
- College degree required; MBA a plus

To apply, please submit a resume and cover letter to Anne Sullivan, Vice President of Marketing, at [careers@erblearn.org](mailto:careers@erblearn.org).