

# Home Front Alliance

**Position Title:** Client Account Manager Full-Time or Part-Time;  
Job ID number: CAM\_001

**Location:** Remote (CONUS/OCONUS)

**Position Duties and Responsibilities:** Maintain and enhance relationships with current client base (focused on college and university partners). Opportunity to build business by identifying and qualifying prospects from inbound marketing efforts. Updating records for sales team and creating reports for clients based on internal data.

- Target business opportunities by identifying prospects, evaluating their position in the industry; researching and then analyzing sales options for the sales team to execute.
- Establish contact with clients, develop relationships to better understand how they feel about their partnership with CollegeRecon and if anything needs to be done to improve or enhance the partnership.
- Maintain good and open communications with team members. Recommend product improvements to the HFA team to enhance future service to college clients.
- Become fluent in the veteran education industry and how colleges calculate ROI on vendor partnerships. Focusing on trends, market activities, and competition.
- Prepare reports; collecting, analyzing, and summarizing information for current clients.
- Maintain quality service and organizational standards.
- Be prepared and willing to assist the team as needed!

**Position Requirements:**

- **Client Account Manager Skills:** Presentation Skills, Client Relationship management, High Energy Level, Negotiation Skills and Experience, Prospecting Skills and Experience, Meeting Goals, Creativity, Scheduling Experience,, Independence, Motivation for Growth within Organization, (Sales Experience is a plus!)

- **Client Account Manager Qualifications:**  
Proficiency: Microsoft Word, Microsoft Excel, Gmail, Salesforce, (Adobe is a plus!)  
Required: Experienced and confident on the phone, great writer, and extremely organized!  
Furnished by Employee: Must have access to the internet, a smart phone and laptop

**Application Mechanism:** Please send resume and cover letter to Mr. Garrett FitzGerald:  
ATTN: Garrett FitzGerald  
Email: [Information@HFAAlliance.com](mailto:Information@HFAAlliance.com)  
Job ID #: CAM\_001