

**Job Position Title**

Business Development Manager

**About JM**

JM Online is an Omaha based Web Design and Marketing agency, founded in 1998. We are a small company that prioritizes relationships between co-workers and with other businesses. We know our business partners put a great deal of trust in us, therefore, we remove web design and marketing obstacles so that our business partners flourish. We are a team of professionals that are dedicated to creating great work, professionally representing our company and clients, and lovingly care for our coworkers and families. Web Design and Marketing bring us together.

**Job Description**

The team member will be responsible for both inbound/outbound efforts to obtain new project sales.

**Responsibilities**

- Meet with new inbound prospects or current customers.
- Build and present website and/or digital marketing proposals to qualified leads.
- Attend local networking events such as Omaha Chamber, BNI, etc.
- Provide CEO Weekly | Monthly | Quarterly | Yearly Sales Reports.
- Develop lasting relationships with our clients.
- Understand the client's real problems and business goals.
- Establish, maintain and deliver on client expectations.
- Develop and cast a product vision for the JM team through internal onboarding meetings.
- Develop a strong understanding of web technology and digital marketing.
- Occasional late/odd hour work will be required.

**Quotas**

- Acquire \$506,000 (or more) in total gross revenue over 12 months via the following services:
  - \$350,000 in Website Design Projects
  - \$97,200 via 3 Digital Marketing retainer accounts @ \$2,700/month
  - \$58,800 via 7 Google Ads accounts \$700/month
- Make 2 calls a day to current customers. Objectives:
  - Research and learn about their business and offerings.
  - Introduce yourself and thank customer for their business.
  - Invite to in-office meeting, breakfast, or lunch to develop relationship and learn about their business challenges, needs and goals.
    - Conduct 1 or more breakfast/lunch get together a week.
  - Look for opportunities to upsell services that will help solve problems or needs.
- Spend 45-60 Minutes a day making cold calls.

**Base Salary**

\$31,200/year

**Commissions Structure**

- 5% on \$1.00 - \$50,000
- 6% on \$50,001 - \$100,000
- 7% on \$100,001 - \$200,000
- 8% on \$200,001 - \$300,000
- 9% on \$300,001 - \$400,000
- 10% on \$400,001 - \$500,000
- 15% on \$500,000+

**Commission Items of Mention**

1. Commission percentage resets every 12 months.
2. Commissions on web design contracts are paid in full upon receiving initial project payment.
3. Commissions on marketing contracts are paid out monthly for up to the contract renewal date.

**Key Performance Indicators**

- Sales quotas are being met.
- Sales/Onboarding process has minimal internal friction by providing as many details as possible from the sales process to ensure our team is equipped to manage the project effectively.

**Successful Candidates**

- Will have a proven track record of delighting clients.
- Passionate about growing your career with a desire to never stop learning.
- Will solve problems with client well-being in mind.
- Will have an upbeat, confident and empowering communication tone.
- Will have strong written and verbal communication and excellent grammar.
- Will maintain a professional business appearance.
- Attention to detail and the ability to effectively multi-task in a deadline driven atmosphere.
- Understanding of digital marketing practices including content marketing, SEO, conversion rate optimization, A/B tests, etc.
- Ability to work independently with minimal supervision and as a part of a team.

**JM Benefits**

- Paid Federal Holidays:  
New Year’s Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas
- In Office (Tues/Thurs) and Work-from-Home (Mon/Wed/Fri) flexibility.
- Office Parking Permit
- 8 hours of vacation and/or sick leave every 30 working days.
- Up to 3% IRA contribution matching.
- 40% Health Insurance premium matching.
- Positive and encouraging team atmosphere.

**JM Online**

**JM Team Member**

**Date**

Authorized Signature

Authorized Signature

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Printed Name

Printed Name

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