



Position Title: **Sales Executive**  
FLSA Class: Exempt  
Reports to: Chief Executive Officer

### **Job Summary**

We are seeking a highly motivated and results-driven Sales Representative to join our team. The ideal candidate will be responsible for driving a high volume of sales activities, promoting our nursery plants, contract manufacturing, and packaging services, and building strong relationships with clients. This role requires a strong commitment to our mission and the ability to thrive in a fast-paced environment.

### **Key Responsibilities:**

#### **High-Volume Sales Development:**

- Proactively identify and engage potential clients through extensive networking, cold calling, and outreach efforts.
- Conduct frequent presentations and demonstrations of our nursery plants, manufacturing products, and packaging services to a diverse client base.
- Develop and maintain relationships with existing clients to ensure satisfaction and encourage repeat business.

#### **Market Research and Collaboration:**

- Analyze market trends and competitor activities to identify new opportunities for increased sales in the nursery, manufacturing, and packaging sectors.
- Gather feedback from clients to inform product development and service improvements.
- Drive sales through market expansion, customer outreach, and digital/community marketing strategies.
- Work closely with the marketing team to develop targeted promotional materials and campaigns for our nursery plants, contract manufacturing, and packaging and rebranding services.
- Collaborate with the production team to ensure timely fulfillment of client orders and requirements.

#### **Reporting:**

- Maintain accurate records of sales activities and client interactions in the CRM system, emphasizing high-volume tracking.
- Prepare regular reports on sales performance, metrics, and forecasts for management.

#### **Mission Alignment:**

- Champion HabCenter's values by fostering independence, advocating for our neurodiverse individuals, and collaborating with university partners/interns.

#### **Competencies**

- **Empathy & Patience:** Ability to mentor individuals with developmental differences.
- **Customer Focus:** Track record of building relationships and expanding markets.
- **Adaptability:** Skill in problem-solving, teamwork, and adjusting training methods.
- **Organization:** Strong time management, prioritization, and attention to detail.

**Requirements**

- Fluency in English; proficiency in Microsoft Office Suites and CRM software **(Required)**.
- **Fluency in Spanish (preferred)**.
- Experience with developmental disability populations **(preferred)**.
- Flexibility to work different hours throughout the week as needed.
- Valid FL driver's license

**Preferred Qualifications**

- 2+ years of sales experience, preferably in a non-profit or related industry with a focus on high-volume sales.
- Strong understanding of nursery plants, contract manufacturing, packaging services, and disability services is a plus.
- Excellent communication, negotiation, and interpersonal skills.
- Proven ability to meet or exceed sales targets in a fast-paced environment.
- Proficiency in Microsoft Office

**Work Location**

In-person/hybrid at HabCenter Boca Raton

**About HabCenter:**

HabCenter Boca Raton, established as a nonprofit organization in 1978, is a powerful force of empowerment and innovation. With a steadfast commitment to making a difference, it sets out to equip adults with developmental differences with the tools they need to lead independent, fulfilling lives characterized by dignity, respect, and boundless potential. HabCenter's HabCo Manufacturing and HabBloom Plant Nursery offer individuals with developmental differences and mental health challenges vocational training. Our university partnerships provide counseling, special education and occupational therapy internship programs, these partnerships forge a path towards inclusive innovation and community engagement. As a driving force for inclusivity, HabCenter Boca Raton envisions a world where individuals with unique abilities are empowered to thrive and contribute meaningfully to society. Read more, [www.habcenter.org](http://www.habcenter.org)