



Government RFP & Strategic Sales Manager

About MUNIRevs & LODGINGRevs:

MUNIRevs, which started in 2011, is a cloud-based software company providing tax collection and vacation rental compliance systems to communities nationwide. MUNIRevs tax system automates municipalities' and business' workflow through our unique paperless system and services. Our innovative software helps jurisdictions more efficiently collect taxes.

LODGINGRevs is the vacation rental compliance software product that monitors short term rental provider listings, manages property data, and ensures the owner is in compliance with community requirements.

This is a great opportunity to join and grow with an industry-leading company that is driven to exceed product expectation and prides itself on delivering outstanding customer experiences.

Job Overview

The Government RFP & Strategic Sales Manager will source procurement opportunities, lead the preparation and submission of winning proposals. In this role, you will work with Marketing and Sales members to help respond to Request for Proposals (RFPs), Request for Quotations (RFQs), Requests for Information (RFIs) and manage the proposal development process to ensure on-time delivery of compelling, compliant, and well-written proposals. This position will work closely with the Strategic Partnership Advisor in a sales capacity to secure local jurisdiction agreements within larger cooperative contracts in assigned territories.

The right candidate for this position should exhibit strong writing skills, excellent attention to detail, and the ability to generate creative ideas while working both independently and collaboratively. The candidate should have a consultative sales approach and the ability to build strong relationships with our clients.

Ongoing/Daily Responsibilities:

- Manage all Request for Proposals (RFP); writing and bid preparation alongside our Sales Team.
- Working with our Marketing Manager to review, update and streamline all existing collateral we have developed. It is essential that each RFP is customized for each client's needs and requirements.
- Attention to detail is a must to ensure that no deadlines or requirements are missed in the proposal preparation.
- Monitor bid subscriptions sites for new bids
- Evaluation of our current bid subscriptions and make recommendations for additional subscriptions.
- Review new bids with Director of Sales to determine if we will respond. Discuss any different requirements of bids that are not typical for our company.
- Build relationships once we are told an RFP will be issued in the future
 - Take on the primary sales relationship through calls and marketing outreach
 - Follow up on bid submission to confirm:

- On Time Delivery
- Selection process
- Work with our Strategic Partnership Advisor for Demo appointments if needed
- If won work with client on contracting process
- Work with Marketing Manager to write press release
- If lost follow up for score card and reason track lost reasons for quarterly reports
 - Request copies of contract 3 months after
 - Follow up with client 6 months in
 - Provide feedback to sales team
 - Create ongoing marketing campaign for lost bids so we are top of mind when the bid is put out again
- Document all communications in CRM (HubSpot)
 - Upload RFP to CRM
- Work with Strategic Partnership Advisor to build client's in the state of FL & GA
 - Conduct outreach to clients that fall under larger Partnership agreements in the state of FL & GA
 - Create Marketing proposals to assist in higher level presentations
 - Work with our Marketing Manager for brand consistency and utilize software resources
- Comply with department, team and project processes and identify innovative ways for improving efficiency of Proposal process.
- Develop proposal department resource library of proposal tools, documents and graphics.
- Execute consistent company identity through document templates, letterhead and logo usage.

Requirements

- Solid software experience with MS Office, CRM/HubSpot experience a plus
- Proven self-management skills to complete projects within deadline and with absolute accuracy
- Government Sales experience preferred
- Strong verbal and written communication skills
- BA/BS degree in Marketing/Communications preferred
- Impeccable references a must
- Confidentiality Agreement Required.

Compensation & Benefits

Total compensation package includes a base salary and commission.

Benefits

Full-time employees with MUNIREvs are eligible for the following benefits after 90 days of full-time employment:

1. Paid Time Off (Holidays plus 2 weeks paid vacation / year)
2. Health Insurance for employees and option for employee paid coverage for dependents

How to Apply

Please send cover letter and resume to jobs@munirevs.com