



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION
Grace Management, Inc.

Position: Sales Specialist

Reports to: Vice President of Marketing & Sales

Summary of Duties

The Sales Specialist is a field-based traveling position that specializes in driving occupancy and revenue in assigned communities. As a member of the community sales team in assigned location, the Sales Specialist will facilitate increases in occupancy via internal and external sales functions. The Sales Specialist is a remote, traveling-based position, and necessitates the ability to travel 100% of work time. Community assignments may occur in any Grace Management, Inc. community across the country and will vary in length of time.

Essential Functions

- Primary ownership or partnership for internal sales functions at assigned community to include but not be limited to:
 - Achievement of occupancy expectations within designated timeline
 - Utilization of The ENGAGE Sales Process and timely communication and guidance with all prospects and families
 - Maintain a current Competitive Analysis
 - Analysis of trends and development of Strategic Trimester Plan
 - Train and educate community associate to include: telephone etiquette/inquiry process, visits, customer service
 - Maintain accurate and current CRM database
- Integrate into assigned community team with a positive and collaborative approach
- Support the mission, vision, and culture of the organization through positive communication and leadership
- Demonstrate commitment to excellence in all functions and openness to continuous improvement
- Additional related duties as assigned by supervisor
- The Sales Specialist is a remote, traveling-based position, and necessitates the ability to travel up to 100% of work time; Community assignments may occur in any GMI community across the country



GRACE MGMT INC.
A CPF LIVING COMPANY

Knowledge, Skills, Abilities, Experience

- Two or more years of multi-site sales experience and success to include selling independent living, assisted living, and memory care
- Proven track record of utilizing sales analysis, strategies, and techniques to positively impact occupancy and revenue
- Exceptional oral and written communication skills
- Excellent computer skills and effective utilization of a CRM
- Associate degree or higher in marketing, business communications, or related field