



**Job Title:** Sales Associate

**Location:** Remote

**Reports To:** Partnership Director

**Position Status:** Exempt

**Estimated Start Date:** Summer 2026

*CLT exists to reconnect knowledge and virtue by providing meaningful connections and assessments to seekers of truth, goodness, and beauty. The sales and partnerships team serves as the outward facing part of this mission, establishing and fostering relationships and connections with partner schools and organizations.*

*Within this team, a **sales associate** supports the partnerships director by helping to identify potential school partners, outreaching to potential school partners, and furthering the mission of CLT by booking meetings with a partnership director leading to schools' adoption of CLT assessments. This role is intended to work closely with the partnership director and team to encourage growth in the number of schools who partner with CLT and utilize our assessment products.*

### **Responsibilities:**

#### Potential Partner Identification and Outreach:

- Updates and manages CRM database (potential partner schools and contacts, invoice adjustments, etc.)
- Plans with Partnership Director outreach strategy and communication plan
- Establishes connection with potential partners leading to pitch meetings
  - Prospect schools in pipeline contacted a minimum of 3 times a year
- Follow up on leads and inquiries in a timely and professional manner

#### Database Management:

- Reviews and updates prospect school data in CRM
- Pulls and delivers data to director to evaluate growth opportunities for CLT
- Identifies and recommends areas of improvement in prospect engagement

#### Internal Meetings and Responsibilities:

- Participates in all-company meetings (remote & in-person)
- Participates in sales and partnerships meetings
- Joins partnership director on sales calls in support capacity (as needed)
- Accomplishes a variety of team tasks needed to support CLT partners and expand public school partnerships (processing new orders, etc.)



**Requirements:**

- Demonstrates CLT's Core Values: Anchored, Humane, and Passionate
- Meticulous attention to detail and customer service
- Experience with or affinity for classical education, great books, or assessments
- Effective interpersonal skills needed for lead generation and relationship-building
- Aptitude for and familiarity with technology, especially CRMs (Hubspot)
- Ability to identify problems and propose solutions
- Excellent communication skills, both written and oral
- Ability to work in a fast-paced environment and adapt to changing priorities
- Bachelor's degree or equivalent