



**Sales & Operations Associate**  
**(Remote – U.S.)**  
**Salary: \$60,000 minimum**

LENA, a non-profit organization, closes the talk gap, and therefore opportunity gaps, by supporting adults who care for children in building the requisite skills for increasing interaction. LENA has two flagship programs: LENA Start, to support young children and their families in the home environment, and LENA Grow, to support young children and their educators in early learning settings. These programs are collaborative, long-term engagements with annual renewal opportunities for growth.

Our partnerships with schools, libraries, and childcare organizations are growing! We are excited to be well on our way to serving more than 100,000 children by 2024. In this role, you will help us achieve our mission and revenue targets by engaging with current partners to identify opportunities for scaling of our current work together; moving prospective partners through the sales process to contract closing; and helping to improve our sales processes. You will be joining a passionate, motivated group of people together to bring LENA programs to new communities. This role is fully remote, but you must be based in the United States.

**In this role, you will:**

- Become an expert on LENA's programs and the issues faced by our partners in the field of early childhood
- Respond to requests for quotes from inbound sales inquiries in our secondary markets using NetSuite
- Manage overall renewal pipeline to meet renewal revenue targets and identify partners who have potential for growth
- Identify prospects, explore their needs, develop relationships, and recommend solutions with the goal of generating follow-up proposals and closing contracts. Includes presenting engaging materials and demonstrations of LENA programs.
- Connect with prospective partners to qualify them for budget, authority, need, and timeline, laying the groundwork for successful implementation and growth.
- Update, improve, and optimize use of our CRM (HubSpot) to better enable sales through clean and robust data, automation, and templates.
- Contribute to special projects as needed

**You will bring the following strengths to this role:**

- **Sales.** You love talking with a diverse array of stakeholders, quickly building rapport with new people, and keeping a conversation going. You're not afraid of navigating large organizations and finding the right contacts within them. We need you to have a proven track record in for-profit or non-profit sales.
- **Self-Starter.** You bring commitment, initiative, and professionalism to partnerships. You understand that not every conversation leads to an immediate result and are focused on developing long-term relationships. You enjoy removing roadblocks and solving problems. You are entrepreneurial and excited about a fast-paced environment.
- **Communication.** You have the confidence to speak effectively with a range of contacts as you introduce our programs and solve key challenges facing prospective organizations. You are known for timely and consistent follow-up.
- **Detail-Oriented.** You understand the importance of dotting the Is and crossing the Ts. You enjoy creating order and putting systems into place so we all are working more effectively and efficiently. You are tech savvy and learn new tools quickly.
- **Team Player.** We work as a small, tight-knit team where each person's strengths and contributions are recognized as we work towards a common goal. You are willing to pitch in to help a team member and can ask for help when you need it.
- **Mission-driven.** A strong commitment to our mission, using technology to make a difference. You have empathy with communities we serve (e.g., underserved populations, bilingual and/or multicultural environments). A passion for learning.

**Your qualifications:**

- You have a minimum of 2 years' experience in B2B sales, ideally education or technology-based sales.
- Experienced closing sales contracts between \$2,500 and \$25,000 in annual recurring revenue.
- Ability to work independently and remotely
- Strong understanding of Excel, Word, & PowerPoint. Experience with CRMs (HubSpot preferred) and ERPs (NetSuite preferred).



LENA's team is passionate, fun, and supportive. To learn more visit: [www.lena.org/joinourteam](http://www.lena.org/joinourteam). We offer an excellent benefits package, including health insurance, paid time off, parental leave, and paid holidays. The minimum salary for this role is \$60,000. Your individual salary will be market competitive based on skills, abilities, and level of experience. Our salary ranges are very broad, leaving ample room to earn well above that minimum. To apply, please submit cover letter with salary/compensation requirements and resume as a single pdf document to [hr@lena.org](mailto:hr@lena.org).

LENA is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and business need. We are committed to building a team that represents a variety of backgrounds, identities, perspectives, and skills. The more inclusive we are, the better our work will be. EOE/M/F/D/V