



Islamic Services Foundation | www.islamicervices.org
411 Industrial Rd. Suite 105 Richardson, TX 75081

Sales Manager

Islamic Services Foundation Publishing (ISFP) is a leading publisher for Islamic studies and Arabic curriculums in North America located in Garland, Texas. We are looking for a high-performing Sales Manager to help us meet our customer acquisition and revenue growth targets by keeping our business competitive and innovative. ISF has sales accounts in North America, United Kingdom, and Australia. You will be responsible for all commercial activities to grow the business, including forecasting, promotion, sales, and distribution. This position reports to the ISF Publication Committee which falls under the umbrella of the ISF Board of Directors.

Responsibilities

- Achieve growth and meet sales targets by successfully managing school accounts and distributors domestically and internationally
- Design and implement business plan based on our current strategy to expand customer base and grow the business
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Develop realistic annual forecasts and sales targets
- Present sales and revenue performance and expenses reports to the management team on monthly and quarterly basis
- Identify emerging markets and market shifts while being fully aware of new products and competition status
- Follow up on all key accounts and investigate lost accounts
- Formulate sales policies and procedures
- Help prepare budgets, control expenses and monitor budgets
- Maintain inventory control
- Develop and execute on promotional strategies
- Attend management meetings and Islamic/education conventions

Requirements and Skills

- BS/MS degree in business administration or a related field and 5 years relevant experience
- Successful previous experience as a sales representative or sales manager, consistently meeting or exceeding targets
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization
- Proven ability to drive the sales process from plan to close
- Strong business acumen and industry expertise
- Understand risks and opportunities

- Experience with relevant software applications
- Excellent written and verbal communication skills
- Organization and planning
- Domestic and international travel

Benefits

- Competitive salary with performance-based bonus plans
- Paid vacation and observance of national and Islamic holidays
- Health insurance
- 401K saving plan
- 50% tuition discount at ISF schools