

JOB DESCRIPTION

Job Title:	Account Executive – Public Sector (Higher Education, State/Local Government, Non-Profit)
Department:	Sales
Reports To:	Vice President of Sales
FLSA Status:	Exempt
Salary Info:	Base Salary: \$80,000-\$90,000 plus uncapped commission on margin. <i>Expected Year 1 On-Target Earnings: \$90,000-100,000</i> <i>Expected Year 2 On-Target Earnings: \$100,000-110,000</i>
Summary of Benefits:	As a 100% Employee-Owned Company, We Offer: • Medical, Dental & Vision Insurance • Company-Paid Life and Disability Coverage • 401(k) Retirement Plan • Employee Stock Ownership Plan (ESOP) • Comprehensive Paid Time Off (PTO) • Floating Holidays

About iSPACE Environments:

At iSPACE Environments, talented sales professionals have the opportunity to build meaningful client relationships, grow their careers, and be part of a 100% employee-owned company where their contributions directly impact our shared success. We are looking for motivated, relationship-driven team members who want to do challenging, rewarding work alongside a collaborative team that values expertise, resourcefulness, partnership, teamwork, ownership, and fun.

Position Summary:

An Account Executive – Public Sector acts as a business manager by networking, identifying, and developing new clients across public sector verticals, including higher education, state/local government, and non-profit organizations in the Minnesota market. The Account Executive also expands iSPACE's partnerships by strengthening existing relationships and developing new ones.

- This role requires a keen understanding of navigating public sector purchasing cycles and leveraging the full range of group purchasing contracts available to create access, strengthen competitive positioning, and support profitable growth.
- This position also requires hands-on sales execution to drive new and existing business, end-to-end management of furniture projects and the ability to build strong long-term client relationships.
- Must be proactive, goal-oriented, and energized by outside sales, client development, and industry networking.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Business Development & Public Sector Growth:** Develop new business and expand existing relationships across higher education, state/local government, and non-profit organizations by identifying opportunities, engaging key stakeholders, and advancing strategic public sector accounts.
- **Sales Execution:** Lead the sales process from prospecting through close, coordinating proposals, pricing, client presentations, and project handoffs to an aligned project team (Design, Project Coordinator, Project Manager) to support a strong client experience.
- **Integrated Solutions Collaboration:** Partner with internal furniture, architectural products, and A/V teams to deliver cohesive solutions and support successful project outcomes.
- **Procurement & Proposal Support:** Navigate public sector purchasing requirements, cooperative contracts, RFPs, bids, and proposal processes to support compliant, competitive, and profitable opportunities.
- **Account Stewardship:** Maintain consistent client communication, support account planning, and identify opportunities to deepen engagement with public sector clients and influencers.

Measurable Success Criteria:

- Build and maintain a qualified public sector pipeline aligned to annual revenue, gross margin, and new business development goals.
- Meet or exceed assigned sales and profitability targets across higher education, state/local government, and non-profit verticals.
- Maintain accurate CRM, pipeline, forecasting, and account data to support leadership visibility and sales planning.
- Advance strategic public sector relationships, funding-cycle awareness, and RFP/bid strategies that support iSPACE's growth objectives.

Serve as a Steward of iSpace Core Values and Brand

- We are **EXPERTS**: We provide well thought out solutions to support our client's business needs.
- We are **RESOURCEFUL**: We will find ways to get it done and make it look easy.
- We **VALUE** all **PARTNERSHIPS**: Our partners are not viewed as transactions, but friends. We support each other and celebrate in each other's successes.
- We believe in **TEAMWORK**: All of us together are better than each of us alone
- We have **FUN**: Having fun is part of our work experience. We bring our culture to life by enjoying ourselves and each other
- We Are **OWNERS**: We are 100% employee owned. We think and act like owners, making every decision count for our collective success.

Other duties as needed to meet business needs.**Preferred Knowledge, Skills, and/or Abilities:**

- Sales experience within the contract office furniture industry, preferably in the higher education and State/Local Government verticals.
- This role requires a strong understanding of public sector purchasing cycles, group purchasing contracts, cooperative purchasing agreements, and related procurement vehicles.
- Workplace trends and market dynamics relevant to public sector environments, including higher education, state/local government, and non-profit organizations.

Core Competencies:

- Sales discipline, prospecting, and business development
- Public-sector relationship building and client advocacy
- Communication, influence, and cross-functional collaboration
- Project, pipeline, and account management
- Problem solving, adaptability, and ownership mindset

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from four-year College or university in business or marketing; or equivalent combination of education and experience. 5+ years demonstrated success in a deadline driven, customer-experience based business model requiring strong project management skills.

- Successful outside sales experience selling into public sector or comparable complex, relationship-driven vertical markets.
- Must have the ability to make sales presentations to small and large sized groups.
- Strong analytical, time management, problem solving, prioritization and planning skills.
- Exceptional verbal and written communication skills are essential along with computer skills, including spreadsheets, presentation, and word processing programs.

Prior commercial furniture experience desired, including hands-on knowledge of contract furniture lines, proposal creation, pricing structure, and discounting application. 5+ years experience in a customer-facing sales role and project management experience required. Minimum of 5 years office furniture or design experience.

Computer Skills:

Highly proficient with Microsoft Office Suite, including Word, Excel and PowerPoint. Software proficiency - ability to become proficient in others as needed, including Khameleon (ERP), HubSpot (CRM), CAP2020 / Worksheet (Specifications)

Other Requirements:

- Must have proven ability to drive growth and profitability, guide and influence teams, and deliver results across complex projects.
- Strong customer focus with solution orientation.
- Must possess strong attention to detail, organization, and time management skills.
- Strong, effective communication with coworkers and clients at various levels.
- Desire and ability to succeed in a fast-paced, results driven environment.
- Must be flexible and adept with multi-tasking and changing priorities.
- Ability to manage multiple projects and delegate to other team members.
- Must have proven ability to collaborate within teams and cross-functionally and meet deadlines.
- Willingness and ability to work beyond a normal work schedule during peak periods to ensure client needs are met.
- Ability to travel up to 25%.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to

stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature Date

PRINT: Employee Name

ACKNOWLEDGED: Manager Signature Date

iSPACE Environments is an Equal Opportunity Employer and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, marital status, familial status, protected veteran status, membership or activity in a local human rights commission, status with regard to public assistance, or any other basis protected by applicable law.