



Sales Operations Coordinator

Center for the Collaborative Classroom is a nonprofit, educational organization dedicated to providing continuous professional learning for teachers and curricula that support the academic, ethical, and social development in children.

The Sales Operations Coordinator works independently and in partnership with the Collaborative Classroom field team to support the organization's overall sales efforts. The Sales Operations Coordinator's primary responsibilities include supporting Request for Proposal (RFP) submissions while managing bids, vendors, and special agreements. This position reports to the Marketing Systems Manager.

Responsibilities:

- Support the Manager of Educational Partnerships with the printing, formatting, assembly, and review of submissions for district/state RFPs
- Research potential bid/RFP opportunities online
- Process, manage, and prepare bids and vendor applications
- Organize and track details for all special sales agreements, working closely with field team members and Client Support to ensure compliance
- Assist the Marketing Systems Manager in refining processes related to RFP and bid management
- Provide sales support functions including updates to the Field Team Resources intranet site (Wordpress), maintenance of database records (Salesforce), lead list preparation (Excel), and back up to support team members
- Other tasks and duties as may be assigned

Requirements:

- Bachelor's degree
- Strong proficiency in Mac OS and familiarity using a database or CRM
- Experience with procurement or contracts preferred
- Superior organizational skills, attention to detail, and ability to meet deadlines
- Excellent written communication and ability to understand complex texts
- Proactive approach to resolving issues and coordinating between team members
- Ability to work in a fast-paced environment with evolving processes
- Excellent judgment and ability to function with little supervision

COMPENSATION: Salary DOE; We offer a competitive salary and a strong benefits package including medical/dental/vision, 403(b), paid vacation/holidays.

Send resumes with subject line "**Sales Operations Coordinator**" to hr@collaborativeclassroom.org. Please visit us at: <https://www.collaborativeclassroom.org>. We are an EEO employer.