

Job Description

Head of Sales

Job Title: Head of Sales / Sales Manager / Sales Director

Company: ShareVault

Location: Remote (U.S.-based) or HQ, Los Gatos

About Us:

At ShareVault, we turn complexity into clarity. We help organizations move faster, make better decisions, and operate with confidence in moments that matter most. Our mission is to eliminate friction from high-stakes workflows so teams can focus on outcomes, not process.

We are building an AI-first due diligence platform (virtual data room) designed for the modern era of dealmaking. ShareVault powers mergers and acquisitions, fundraising, licensing, and other critical transactions where security, control, and speed are non-negotiable. Our platform combines industry-leading security with intelligent automation, helping teams organize, analyze, and act on sensitive information with precision.

AI is core to how we operate and what we deliver. From intelligent document workflows to automation that reduces manual effort and surfaces insight faster, we are rethinking what a data room should be. Internally, we apply the same mindset to how we build, sell, and support our product. We value speed, ownership, and practical innovation over bureaucracy.

ShareVault has been around for more than 20 years, but we are not standing still. We are modernizing our platform, sharpening our go-to-market execution, and building a culture of accountability and impact. This is a company for people who want to build, lead, and shape what comes next, not maintain what already exists.

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Role Overview

The Sales Manager (Player-Coach) will own and lead ShareVault's entire sales organization. This is a senior leadership role responsible for revenue growth, sales execution, team performance, and sales culture.

This position carries both a team sales quota and an individual contributor quota. The Sales Manager is expected to lead from the front by closing strategic deals while remaining primarily accountable for building a scalable and repeatable sales organization that delivers consistent results.

Reporting directly to the CEO, this role serves as ShareVault's primary sales leadership position. The Sales Manager will have clear authority to design and run the sales function, including hiring decisions, compensation structures, forecasting processes, and execution standards. This role is also responsible for executive-level sales reporting and board presentations.

Key Responsibilities

Sales Leadership and Revenue Ownership

- Own company-wide sales performance and revenue attainment
- Set sales strategy, quotas, territories, and execution standards
- Build and maintain accurate sales forecasts and revenue plans
- Identify growth opportunities, new market segments, and go-to-market improvements

Player-Coach Execution

- Carry an individual sales quota focused on strategic and high-impact opportunities
- Personally close deals and support complex or executive-level sales cycles

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- Demonstrate best practices in pipeline management, deal execution, and forecast accuracy
- Team Leadership and Culture
- Hire, onboard, train, coach, and manage the full sales team
- Lead Account Executives, Sales Development Representatives, and Business Development or Partnership roles
- Build a high-performance, accountable, and results-driven sales culture
- Conduct regular one-on-one meetings, pipeline reviews, and forecast calls
- Make performance management decisions, including promotions, role changes, and exits

Sales Operations and Enablement

- Design and maintain sales playbooks, processes, and best practices
- Build and manage sales compensation and incentive plans
- Own Salesforce administration, including reporting, dashboards, and data accuracy
- Implement and manage sales enablement and productivity tools
- Ensure consistency and discipline across the sales organization

Cross-Functional Collaboration

- Partner closely with Marketing on demand generation, campaigns, messaging, and pipeline health
- Collaborate with Customer Success on customer handoffs, renewals, and expansion opportunities
- Provide structured customer and market feedback to Product and Executive Leadership

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Metrics, Forecasting, and Executive Reporting

- Define, track, and report on core sales metrics and key performance indicators
- Build and manage sales budgets and headcount plans
- Deliver accurate sales forecasts and executive-level reporting
- Prepare and present sales performance updates for leadership and board meetings

Customer and Partner Engagement

- Support key customer accounts and handle escalated issues as needed
- Build and maintain relationships with strategic customers and partners
- Represent ShareVault at customer meetings, industry events, and conferences
- Travel as required to support customers and the sales organization

Performance Metrics

- Team revenue attainment relative to quota
 - Individual quota attainment
 - Pipeline coverage, conversion rates, and forecast accuracy
 - Sales cycle length and deal velocity
 - Sales Development and Business Development performance
 - CRM data quality and reporting accuracy
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Qualifications and Experience

- Five to eight or more years of SaaS sales experience
 - Three to five years as a quota-carrying sales representative with consistent overachievement
 - Three to five or more years managing sales teams, including Sales Development Representatives
 - Proven experience running a SaaS sales organization end-to-end
 - Strong experience administering Salesforce
 - Experience building sales forecasts, budgets, and compensation plans
 - Metrics-driven with strong Excel and Google Workspace proficiency
 - Startup or high-growth company experience with comfort in wearing multiple hats
 - College degree or equivalent relevant professional experience
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Who Thrives in This Role

- Leaders who want full ownership and accountability for revenue outcomes
 - Sales managers who lead by example and hold themselves to the same standard as their teams
 - Builders who enjoy creating structure, process, and culture
 - Individuals comfortable operating with ambiguity, executive visibility, and accountability
 - Professionals are motivated by building long-term value rather than short-term wins
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Why Join ShareVault

- Lead and shape the entire sales function at a pivotal moment in the company's growth
- Work directly with the CEO and executive leadership team
- Own sales strategy, execution, and culture
- Combine leadership with hands-on selling in a true player-coach role
- Competitive compensation and meaningful opportunities for professional growth