



Business Development Manager Position Description

Position purpose

The primary purpose of *the Business Development Manager* is to lead the development and implementation of commercial opportunities for growth which are aligned to Kidsafe Victoria's mission of child injury prevention. You will identify, research, strategise and convert new revenue generating opportunities through to planning and execution for both B2B and B2C customers, whilst concurrently building strong relationships with key external stakeholders.

Responsible to

This position reports to the CEO of Kidsafe Victoria

Key working relationships

- Staff and contractors
- External customers and stakeholders – including councils, early childhood services, community organisations, baby brands who provide products for families

Hours

This position will be filled as a 0.8 full time equivalent position. The position will commence on an initial 2 year contract with a 6 month probation and the possibility of contract extension. Kidsafe is a family friendly organisation and has some flexibility in terms of the timing of these hours.

Salary

Circa \$85k with financial structure to be discussed

Location

This position will be a working from home position due to COVID-19 restrictions until further advised. The position will be flexible, with working from home arrangements available longer term if agreeable to both parties. There will be some requirements to attend either Kidsafe's office at Monash Children's Hospital in Clayton or a nearby location to be negotiated following successful appointment.

Typical duties

- Develop, promote and implement business cases for identified strategies to meet revenue targets
- Pipeline development from effective analysis, strategic planning, engagement skills, critical thinking, strong exploratory processes and negotiation skills
- Close consultation with different parts of the organisation, stakeholders and the community
- Source, develop, manage and maintain key, senior relationships directly with business partners, ensuring mutual expectations are fully understood and outcomes delivered in a way that enhances the reputation of Kidsafe Victoria
- Construct reports on progress and outcomes when required
- Develop internal capability and resources to meet anticipated future developments
- Develop growth strategies and plans and coordinate the due diligence process as required
- Generate new relationships that will result in the discovery of leads that will be captured within the CRM and further developed into opportunities



- Collate market insights and form strategies to shape our future success
- Engage with, develop and deliver mutually beneficial outcomes which align with Kidsafe Victoria's overarching organisational strategy and enhance our position as trusted advisers to the community and our other stakeholders

Experience and skills

Essential

- Minimum of 5 years experience in business planning/development/ management or equivalent
- Proven experience to develop and deliver propositions from inception to onboarding
- Strategic thinker with strong commercial acumen, strategic vision and ability to problem solve
- Solutions focused, results driven with demonstrated success in developing and driving strategies for both revenue growth and retention
- Proven ability to develop strong stakeholder relationships and develop new business in an affable and professional manner, with a customer-centric focus
- Strong attention to detail and excellent planning, analytical and quantitative skills
- Excellent communication and interpersonal skills including sales, negotiation and presentation skills
- Strong degree of organisation, proactivity, flexibility and adaptability in order to manage deadlines and conflicting priorities
- Demonstrated ability to seek and implement continuous process improvement opportunities
- Proactive with the ability to work autonomously as well as collaborate as part of a team
- Strong values and integrity with a customer first approach
- Self-starter skills to research business opportunities and viable income streams
- Experience with CRM, marketing and analytics reporting
- Commercial and technical risk management knowledge
- Good project management skills with experience managing internal and external resources

Desirable

- Knowledge of or experience in the retail sector, particularly with regard to nursery products
- Strong technical knowledge of content publishing across platforms including Wordpress, Facebook, Salesforce, Active Campaign, Canva, Google Analytics, Google Adwords, Asana
- Experience in Digital Marketing Sales
- Ability to leverage and maximise technology platforms

We are not just looking for someone based on their skills and expertise. We need someone who is going to fit in with our small team and organisational culture. This means you also need to be:

- Someone who thinks 'why not' instead of 'why' and is able to think outside of the box to address a challenge
- A strong and creative communicator
- Friendly, approachable and have good relationship management skills

If you like the sound of us, then please apply. While we are reviewing applications, we encourage you to get to know us a bit more through our various social channels.



Appointment to this position is subject to:

- A satisfactory 'Working with Children Check' under the *Working with Children Act 2005* (Vic)
- A satisfactory Police Check
- Proof of current whooping cough vaccination prior to commencement and willingness to have a flu vaccination each year

Performance Expectations

- Work completed is accurate and attention to detail is demonstrated.
- Initiative is used in solving workplace problems and contribution is made to workplace change.
- Punctuality and attendance is satisfactory and leave is planned well in advance.
- Time is managed efficiently and work is completed within reasonable timeframes.
- Work is completed within OHS guidelines and contribution is made to the OHS consultative process.
- Effective communication and interpersonal skills are applied.
- Motivation and cooperation is demonstrated.
- Undertake training as directed.
- Commitment to EEO and anti discrimination is demonstrated.
- Organisation's resources are used efficiently.

Please apply by sending your cover letter and resume to melanie@kidsafevic.com.au
Applications close Friday February 12th 2021, or when the position is filled.