

JOB DESCRIPTION

Nutrition Australia is a national, not for profit, member based organisation inspiring healthy eating Australia wide. We are a leading provider of community-based education programs and credible, current and practical nutrition information.



Vision: Healthy Eating for all Australians

Mission: Inspiring healthy eating

JOB TITLE:	Partnerships and Business Development Manager	STATUS:	Permanent
LOCATION:	Carlton, VIC	HOURS:	Full Time
REPORTS TO:	Program Manager Consultancy and CEO, Nutrition Australia	UNIT & DIVISION:	Victorian Division

ORGANISATIONAL CONTEXT:

[Nutrition Australia \(NA\)](#) operates through a National Board with Divisions in all States and Territories. The National Board is responsible for facilitating the delivery of healthy eating messages via state divisions, building capacity through advocacy, partnerships and collaboration; ensuring organisation sustainability and management of the brand. The State Divisions respond to national and local needs and opportunities for nutrition education, public health nutrition and health promotion programs, products and services.

The Consultancy unit provides nutrition expertise and services to a range of external stakeholders including government departments, food industry, non-government organisations, community organisations and consumer groups. Services include the delivery of large-scale nutrition education projects, menu and food product assessments, the provision of support for interpreting and implementing government food and nutrition guidelines, recipe and new product development and nutrition education through face-to-face workshops and cooking demonstrations. A key success factor for this unit is the ability to win new clients projects, tenders and grants of which the implementation of salesforce is crucial.

KEY PURPOSE:

The Partnerships and Business Development Manager will grow Nutrition Australia's client base and secure new business from food outlets in government sites, early childhood sector and food industry. As part of the management team, the Partnerships and Business Development Manager will combine sales and relationship management experience with their excellent people skills to deliver financial outcomes as identified in the 2019-2020 Nutrition Australia Vic Division Strategic Plan.

KEY RESPONSIBILITIES:

As Partnerships and Business Development Manager for Nutrition Australia you will be responsible for the following:

- Sell and promote Nutrition Australia's services to the food industry, early childhood sector and food outlets in Victoria.
- Achieve revenue targets for new business generation. Track revenue targets and provide weekly reports in conjunction with associated KPIs.
- Present sales presentations to prospective clients; negotiate and close contracts.
- Manage Nutrition Australia's sales pipeline and work to both long term and short term sales cycles.
- Identify and develop new business opportunities in line with strategic plan to support growth.
- Identify partnership opportunities with relevant organisations.
- Prospecting and building relationships through business development activities.
- Coordinate lead generation through Nutrition Australia channels.
- Implement strategies to secure new leads, projects and solutions to support growth and conversion

of opportunities for Nutrition Australia.

- Monitor industry developments relating to potential business opportunities.
- Attend appropriate industry seminars and events in order to stay abreast of new development.
- Develop and maintain strong relationships with targeted clients and contacts within the industry.
- Use information gathered in relation to customer requirements to identify key solutions required.
- Develop and maintain a strong communication line with the Senior Management Team.

Organisational responsibilities:

- Supporting NAVic to achieve its mission to 'Inspire Healthy Eating'
- Providing input into other Nutrition Australia strategies, programs, resources and services (e.g. website, publications) as relevant to area of knowledge.
- Attending monthly NA staff meetings.
- Contributing to general organisational activities (e.g. National Nutrition Week)

Occupational Health and Safety

- Contributing to maintaining a safe workplace and implementing health and safety policies and procedures.
- Attending training in the safe performance of assigned tasks as relevant.

5. Relationships:

Reports To: CEO of the Victorian Division of Nutrition Australia.

Functional Interactions: The Partnerships and Business Development Manager represents the Victorian Division of Nutrition Australia and attends and contributes to discussion at Nutrition Australia staff meetings.

6. Key Result Areas (KRA's):

Critical to success in this role is:

- Business development management
- Relationship management
- Sales skills
- Negotiation
- Self organisation
- Strategy

KEY SELECTION CRITERIA:

Qualifications/Experience

Essential:

- Demonstrated success from cold calling and generating business by referral.
- A minimum of 3 years in a business development and/or key account Coordinator role with demonstrated success.
- Strong business acumen and demonstrated commercial intelligence.
- Proven track record in recognizing and converting business opportunities.
- Experience in identifying beneficial opportunities, developing and maintaining partnerships with a diverse range of stakeholders.
- Strong relationship management skills and excellent interpersonal skills.
- Excellent organisational, time and task management skills, including demonstrated ability to manage sales targets and meet and exceed KPIs.
- Demonstrated understanding of business processes and ability to drive client focused outcomes.
- Demonstrated experience managing the end-to-end sales process for new business opportunities.
- Demonstrated proficiency using a CRM preferably Salesforce.

Desirable:

- Knowledge and /or experience working in healthcare, food industry, public health, health promotion or not for profit.
- Utilization of LinkedIn for networking.

Professional Requirements

- Prepared to make a commitment to Nutrition Australia's vision and values.
- Committed to continuous quality improvement.

Attributes

- Ability to think and act strategically and drive the big picture
- Displays initiative, motivation, self-confidence and reliability.
- Ability to get along with others, teamwork.
- Ability to work within a self-directed framework.
- Ability to maintain professional relationships with key stakeholders.
- Able to work collaboratively with others and contribute to achieving a successful and positive team environment and culture
- Ability to maintain senior credibility

Application process

Resume and cover letter due by 5:00pm Friday 16 August 2019 to Fiona Gardner

fgardner@nutritionaustralia.org

- Resume
- Cover letter addressing key selection criteria no more than 2 pages.
- Include in cover letter an example of a role and a short summary of how you prioritized new leads to successfully achieve a sales budget.

Please note, due to a high volume of applicants, only successful candidates will be contacted.