



Business Development Manager

The Australian Institute of Training and Development (AITD) is a not-for-profit membership organisation which fosters excellence in individual and organisational learning. With a new Strategic Plan focussed on growth AITD is seeking an experienced and motivated Business Development Manager to join our team in Sydney.

About the Role

The Business Development Manager secures funding from a range of sources to support the growth of AITD for the benefit of members. Through identifying and building a diverse range of client relationships (with sponsors, exhibitors, business partners and delegates), the Business Development Manager is responsible for developing new and existing business opportunities to promote and expand revenue streams.

About You

To be successful in this role, you will be an experienced relationship manager with strong sales and project management skills. You are self-motivated and results driven, keen to pick up the phone and talk with new clients to source new opportunities. You understand how to develop and manage leads, negotiate and facilitate contractual arrangements. You communicate well and are able to contribute to the overall work of AITD.

Selection Criteria

Essential

- Minimum three years of experience in a sponsorship/sales/partnership/business development role.
- Demonstrated relationship management experience – from lead generation through to maturity.
- Demonstrated experience in planning and implementing strategies for the acquisition, retention and expansion of revenue opportunities
- Experience in developing and implementing tiered sponsorship/advertising packages.
- Excellent communication, negotiation, influence and interpersonal skills.
- Self-motivated with the ability to work well under pressure, independently and flexibly.
- Results driven with demonstrated ability to meet and/or exceed set targets/KPIs.
- Knowledge of or the ability to quickly acquire knowledge of, the training, learning and development industry.
- Strong project management and report writing skills.
- Advanced computer skills – particular competency with Microsoft Outlook, Word, and Excel.

Desirable

- Experience in a not-for-profit and/or membership based organisation.
- Understanding of the Australian Learning and Development/Human Resources industry
- Experience in brand management, events, marketing and public relations.
- Relevant tertiary qualifications.

Remuneration

This is a permanent full-time position; subject to a six-month probationary period. A package in the range of \$65,000 - \$75,000 (salary + super) plus performance bonus will be negotiated with the successful candidate based on skills and experience.

How to Apply

To apply for this role please submit a current resume and a brief covering letter describing how you meet the selection criteria to careers@aitd.com.au. Applications must be received by 5pm on **Wednesday 6 January 2016**. Interviews will be conducted in January 2016. For more information, including a position description, please visit the AITD website (www.aitd.com.au). If you have any questions about this role, please contact Elizabeth Robinson, CEO, on 02 9211 9414.

Position Description

Position Title	Business Development Manager
Location and Hours:	Full-time position based in Surry Hills, NSW
This position reports to:	Chief Executive Officer
Key working relationships	Sponsors/Exhibitors, Advertisers, Business Partners, AITD members and prospective members, event delegates, AITD staff, Board Directors, Divisional Council Members
<p>Position Objective:</p> <p>The Business Development Manager secures funding from a range of sources to support the growth of AITD for the benefit of members. Through identifying and building a diverse range of client relationships (with sponsors, exhibitors, business partners and delegates), the Business Development Manager is responsible for developing new and existing business opportunities to promote and expand revenue streams.</p>	
<p>Main Responsibilities</p> <ol style="list-style-type: none"> 1. Secure required revenue from sponsors, exhibitors, advertisers and partners. 2. Develop and maintain effective relationships with all sponsors, exhibitors, advertisers and partners. 3. Generate leads to actively seek new sponsors, exhibitors, advertisers and partners. 4. Promote current revenue streams and identify new opportunities to support AITD business. 5. Build and manage financially strong and mutually beneficial business relationships. 6. Use CRM applications to track sales and marketing activities. 7. Ensure all aspects of the sponsorship programs for the AITD National Conference and Excellence Awards are delivered professionally, efficiently and in accordance with sponsorship agreements. 8. Manage all aspects of the exhibition associated with the annual AITD National Conference and other sponsored events. 9. Secure advertising for <i>Training and Development</i> magazine, e-newsletters, online and other advertising channels. 10. Implement and monitor the business development budget. 11. Identify and develop delegate leads for AITD events. 12. Prepare reports, partnership agreements, advertising kits and other documentation. 13. Undertake a variety of general office duties to assist other staff and to contribute to the overall administrative functions of AITD. 14. Perform other duties as directed by the CEO. 	