

## Position Description – Business Development Manager

<b>Role Title:</b>	Business Development Manager Full time role Canberra based
<b>Reporting to:</b>	Head of Sales
<b>Scope:</b>	The Business Development Manager is responsible for developing sales relationships and delivering sales results through researching domestic sales opportunities for the destination. This is a key role in business development reporting directly to the Head of Sales. The role will involve delivering domestic bidding opportunities through research, sales processes and external sales meetings
<b>Critical Relationships:</b>	Head of Sales and Sales team
<b>Key Responsibilities:</b>	
<p><b>Business Development – ACT Market</b></p> <ul style="list-style-type: none"> <li>• Target domestic bidding opportunities within associations, corporate, amateur sports and government departments.</li> <li>• Grow sales relationships with multi-level contacts primarily within Canberra based associations</li> <li>• Develop sales contacts to participate in famils and site inspections</li> <li>• Maximise sales processes to increase bidding opportunities for the destination and region</li> <li>• Maintain excellent destination product understanding along with key determinants for increasing bidding success for destination</li> <li>• Prepare accurate client and convention bid briefs and handover to the Sales Coordinator</li> <li>• Work cohesively to develop bids that address client needs, concerns, and objectives</li> <li>• Oversee the bid process from pre-bid stage to final decision</li> <li>• Handle objections by clarifying, and working through differences to a positive outcome</li> <li>• Maintain accurate database records and CRM function</li> <li>• Attend Bureau events including tradeshows, famils, networking events and travel as required</li> <li>• Project management skills including managing multiple projects</li> <li>• Personally contribute to create a productive and cohesive team working environment.</li> </ul> <p><b>Administration Skills</b></p> <ul style="list-style-type: none"> <li>• CRM fluency and SharePoint updating and data and file integrity</li> <li>• Research projects as requested by Head of Sales</li> <li>• Assist in managing bid fund documentation for own bidding opportunities</li> </ul> <p><b>Target Markets</b></p> <ul style="list-style-type: none"> <li>• National Association Conventions and Meetings</li> <li>• National Government Conventions and Meetings</li> <li>• Corporate Conventions, Meetings and Groups</li> <li>• Amateur sporting groups</li> </ul>	

- Canberra based Professional Conference Organisers.

**Other**

- Awareness of international bidding opportunities through domestic clients
- Continue professional development as outlined in professional development plan in conjunction with key performance objectives
- Represent Canberra Convention Bureau in a professional and ethical business manner at all times
- Other tasks and responsibilities as required within the operation of the Bureau.

**General Responsibilities (included on all Bureau job descriptions)****Administration and Reporting**

- Administration and reporting as necessary to agreed protocols and time schedules.

**Human Resource Management**

- Participate and complete Professional Development and Training plans as agreed.
- Actively participate in annual performance reviews.
- Establish and maintain effective working relationships with co-workers, managers, members, stakeholders, and the general public.

**Industry Knowledge**

- Maintain awareness and knowledge of the business tourism sector, in particular the Canberra region environment.

**Corporate Governance & OHS**

Ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.

**Perform duties as required towards growth in business events for the destination.**