

Position Description

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| Position title: | Sales Coordinator |
| Team: | Program Operations |
| Reports to: | Manager Program Operations |
| Job type: | Full Time/Ongoing |
| Date: | February 2020 |

About the Alannah & Madeline Foundation

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover and protect them from bullying and violence
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships
- speaks out on the need for systemic change to build a supportive and safe society.

We are committed to Child Safety and our Child Safe Policy outlines our safe practices for children. The Foundations values are caring, friendliness, respect, responsibility, valuing difference and including others.

Position in Context

Reporting to the Manager, Program Operations, the Sales Coordinator is a member of the Program Operations Team.

This is an existing role, created to assist increased sales of workshops and services designed to help safeguard our children's future together.

Freedom to Act

- The Sales Coordinator works according to the policies and procedures of the Alannah & Madeline Foundation.

Position Description cont.

Major Job Responsibilities

- Selling AMF & Dolly's Dream Program activities and products.
- Actively engage in cold calling across the Australian education environment.
- Prepare sales plans and targets with monthly reporting to measure success
- Prepare and deliver presentations to target markets.
- Assist with preparation of proposals and quotes.
- Attend conferences or marketing events to represent the sales function, as required.
- Contribute to the development of new activities and products from a sales perspective, as required.
- Provide support to the wider Operations & Programs Team when required.
- Develop long-term relationships with key internal and external stakeholders and organisations.
- Contribute positively to the Foundation's culture through developing and maintaining collaborative relationships with colleagues.
- Other tasks as directed by the Manager Program Operations, Head of Business Management, CEO and Senior Leadership team.

Knowledge, Experience & Requirements

- A strong track record of at least 3 years' experience success selling to external customers.
- At least 1 year's sales experience gained in a retail or education environment.
- Experience in telemarketing (desirable).
- Qualifications or skills gained in sales-specific development sessions / training.
- Excellent customer service skills.
- Exposure to a Customer Relationship Management system, preferably MS CRM (desirable).
- High attention to detail.
- Excellent planning and time management skills.
- Commitment in going over and above to provide service to internal and external customers and stakeholders.
- The ability to work autonomously and be self-motivated within a team environment.
- Some occasional travel will be required
- Working with Children Check and Police Check