



THINK+DO TANK FOUNDATION

SALES MANAGER (35 hours/week)

Annual Package: up to \$79,715



Think+DO Tank Foundation: Human connection in action. Creativity with purpose.

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About Think+DO Tank Foundation

Think+DO Tank Foundation (TDTF) is a creative force for social cohesion and belonging.

We are a champion of multilingual creative production and self-expression; an accelerator of creative talent; an investigator of complex social needs; and an agile, experimental, collaborative force. Think+DO Tank Foundation's work has generated, and is the result of relationships and connectedness.

Our work asks low-income and marginalised community members: "What would make life here easier, more affordable, or better?". By working together, participating communities increase their capacity to be driving forces of change in society and in their own lives.

Hand-in-hand with local communities, we create social enterprises; artistic and experimental responses to common challenges. We create the conditions for social change, and we make our part of Sydney — the most culturally and linguistically diverse region in New South Wales — a cultural reference point for our city, our state, and beyond.

Our work is distinguished not only by our region, but the multilingual framework in which we operate. We literally speak the languages of the communities in which we operate.

Read our latest Annual Report here: <https://foundation.thinkanddotank.net.au/>

History

We have maintained a continual presence and program in South Western Sydney since 2013. You can learn about our work to raise the volume on community voice and to enact collaborative solutions to the challenges they identify here: <https://foundation.thinkanddotank.net.au/projects>

In mid-2017, Think+DO Tank Foundation established LOST IN BOOKS, a multilingual creative hub and children's bookshop in Fairfield, South Western Sydney. You can learn more about LOST IN BOOKS here: <https://www.lostinbooks.com.au/>

From 2021, the Foundation will also operate **The People Movers**, an on-demand transport service for low-income residents, and an arts outreach vehicle, **The Universe of Possibilities**.

For an overview of the Foundation's current projects, please review these assets.

Lost In Books: <https://www.youtube.com/watch?v=zuwFm5Ub5rY>

The People Movers: <https://vimeo.com/443249368/b7942aa970>

The Universe of Possibilities: <https://tdtf2019.webflow.io/#the-universe-of-possibilities>



POSITION DESCRIPTION – SALES MANAGER

35 hours/week

Drive profits for purpose!

Join us to develop and expand markets for Think+DO Tank Foundation’s goods and services; to grow our self-generated revenues by strengthening our offering of products and services; growing our sales pipelines; and maximising the conversion of leads into sales.

We sell:

- **multilingual literature** from around the world for children, young adults and grown-ups; and
- **merchandise** developed in-house through our creative programming; and
- **fee-for-service** creative programming; translation, storytelling and other professional services; and professional development training services in-store and via outreach; and
- **on-demand transportation services** for low-income riders.

Use your sales talents to do good! This is a unique opportunity for an outstanding and persistent multi-channel sales and market development professional to lead the growth of the Foundation’s revenues.

Share your passion and expertise to grow our profits for purpose and lasting social change.

About you

The successful applicant will be an experienced B2B sales and market development practitioner, capable of selling a breadth of products and services.

To be successful, you will respond strongly to all or most of these **personal attributes**; and the **capabilities** that your professional experience will demonstrate.



The Sales Manager's responsibilities are to:

- identify new and more effective **sales channels and opportunities** with a focus on B2B sales*
- develop and deepen **industry networks** to **better understand customer** needs and to drive sales
- **measure and analyse** sales performance from face-to-face and online sales channels to drive sales growth
- **develop, deliver and refine sales strategies** to maximise sales across multi-channel, multi-segmented offerings
- **collaboratively engage** with Leadership, MarComms, Books, Creative Production and Community Engagement Teams, as required, to implement sales strategies, initiatives and promotions
- **contribute to product development; marketing and communications campaigns** led by other members of the Think+DO Tank Foundation team
- **close sales, increasing the value of sales** against agreed targets quarter on quarter
- **report on sales performance and strategies** and **make recommendations for improved performance.**

**This role may require travel to meet with schools, libraries, and institutional customers. An unrestricted driver's licence is an essential requirement of this role. Allowances are payable for use of own car. Think+DO Tank Foundation also has access to car share arrangements.*

We will hire a Sales Manager with these personal attributes and professional capabilities:

Personal Attributes

You are:

- someone with initiative, capable of solving complex problems
- motivated, self-starting and productive
- resilient, determined and persistent
- unafraid of the unknown – you welcome novel challenges
- innovative and inventive – we reward experimentation and appropriate risk-taking
- a collaborator
- relationally driven; warm; a “people person”
- ethical and honest, and
- driven by results *and* social purpose.

Professional Experience – required skills

You will be able to demonstrate a track record over **at least five years** of professional accomplishments that show us these capabilities:

- you can **plan and implement** an effective sales strategy with particular focus on B2B strategies
- you **can sell products and services**. You can close a deal. Share your impressive sales track record with us
- you are an effective **negotiator** - you can take carriage of complex negotiations
- you are capable of **establishing, growing and maintaining networks** that result in sales
- can **inspire a team** of colleagues to achieve results. You know how to **project manage**, and engender **productive collaboration** to achieve sales targets
- you can **analyse data** to optimise sales, and **produce performance reports** for management



- you can **communicate persuasively** with diverse stakeholders including leads, customers, team members, partners and managers
- you welcome **accountability**. This role will report against quarterly sales targets linked to remuneration.

Context of your role

The Sales Manager develops, implements, monitors and refines strategies to maximise sales of products and services developed by Think+DO Tank Foundation and its projects.

The Sales Manager reports directly to the Think+DO Tank Foundation CEO, and indirectly to the Think+DO Tank Foundation Board (Leadership Department).

The Sales Manager collaborates closely with a team that includes:

- **Children's Bookseller** and bilingual retail assistants at Lost In Books who manage the quality and depth of Lost In Books' multilingual collection and public programming in connection to it (Books Team); and
- the Foundation's **Marketing & Creative Lead** and marketing assistants (MarComms Team). The MarComms Department is responsible for developing and driving key communications campaigns to maximise revenue and engagement, and to partner with the sales strategy developed by this role, the Sales Manager; and
- the Foundation's **Creative Producing Team**. The Creative Production Team is responsible for the Foundation's creative programming, outreach activities, education program and artistic residencies.

Where relevant, the Sales Manager may also collaborate with the Foundation's multilingual **Community Engagement Team** including a Volunteer Coordinator and bilingual Community Connectors. The Community Engagement Team manages participation and engagement, and maintains external relationships. This Department trains and supports the participation of more than 210 registered volunteers.

Our Culture

We celebrate these capabilities in our team:

- Problem solving
- Listening + Observation
- Invention + Experimentation
- Courage
- Curiosity + Learning
- Collaboration + Enabling.

Flexibility

Think+DO Tank Foundation is a flexible employer, and we are open to work being performed from home for up to one day each week, subject to the needs of the business.



Learn more:

You can learn more about our work here:

Think+DO Tank Foundation: <https://foundation.thinkanddotank.net.au/>

LOST IN BOOKS: <http://lostinbooks.com.au/>

The People Movers: <http://thepeoplemovers.org.au/>

Ongoing requirements

All staff and volunteers at LOST IN BOOKS are required to hold Working with Children and police checks as appropriate, and to participate in induction and training sessions to ensure our work generates welcome, inclusive, safe and creative community environments for all.

You must hold a current First Aid Certificate; and hold an unrestricted, current driver's licence.

This role is subject to a probation period of four months, and annual performance reviews.

This role is accountable to sales targets, linked to remuneration.

How to apply

This position remains open until filled by a suitable candidate.

To apply, email hello@thinkanddotank.net.au, with the subject line: "**HIRE ME – Sales Manager**" to share the following:

- **your cover letter.** Please ensure that as a minimum you address the personal attributes and professional experience we specify (no more than **3 A4 pages**)
- **your resumé** (no more than **3 A4 pages**)
- a **video of up to 1 minute** introducing yourself and answering this question:
"I am the right person to grow markets and maximise sales for Think+DO Tank Foundation because...."

Our commitment to applicants

Your application will be acknowledged.

You will receive feedback on your application **provided that** you are shortlisted for interview.

Think+DO Tank Foundation provides a guide to interviewing with us that you will receive if you are shortlisted for interview with our panel.