

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Commercial Development Manager		
DEPARTMENT	Commercial		
LOCATION	Altona		
REPORTS TO	Chief Commercial Officer		
DIRECT REPORTS	Food Sourcing Manager/s		
KEY CONTACTS	Food Sourcing Team, Operations Team, People & Culture Team, All FBV Departments		
AWARD & CLASSIFICATION	SCHADS, Level 7		
DATE	September 2026	EXECUTIVE SIGNATURE	

ROLE PURPOSE

The Commercial Development Manager leads Foodbank Victoria's food sourcing, commercial relationships, procurement and contract activities to support the delivery of healthy food for all Victorians.

The role drives value through business wide negotiations, tenders and purchasing activities, while strengthening systems and operating models that enable safe, healthy and culturally appropriate food relief programs.

MAJOR ACCOUNTABILITIES

#1: Manage Food Sourcing and Supplier Relationships

- Drive commercial optimisation of food sourcing activities, including budget oversight and strategic account management initiatives.
- Lead a high performing food sourcing team in contractual negotiations and business development opportunities.
- Develop a model and investment strategy for a local Collaborate Supply Program on behalf of FBV, maximising return on investment and delivering key staple products to FBV and investment
- Build influential and impactful relationships across the food supply network, including suppliers, manufacturers, wholesalers, importers, farmers and industry associations, resulting in securing all available healthy food for the communities we serve.
- Build and develop relationships with Foodbank Member States to understand and best represent their strategies and objectives in Victorian based Donor negotiations and discussions.

opportunities for Federation member states.	
#2: School Breakfast Club Food Sourcing and Commercial development	
Lead the food sourcing commercial negotiations, relationship management and program purchasing activities for Government funded programs, including the School Breakfast Clubs Program	Lead product development and commercial negotiations for menu expansion and optimisation activities in line with contractual obligations
#3: FBV Commercialisation lead	
- Develop operating models to streamline food donation offers and systemise acceptance and rejection activities. - Lead the development of a wholesale distribution model and trading platform to allow FBV to act as a wholesale food distributor to the Victorian food relief sector - Negotiate and develop agreements with food suppliers to purchase food for on selling to the food relief sector	- Lead commercial negotiations and contract optimization for business wide commercial contracts, including freight and logistics, operations and assets - Lead RFI's and RFP's across sourcing and service provision requirements - Identify and deliver savings and contractional opportunities to drive value across our goods and service providers.
#4: Leadership and Team Management Responsibilities	
- Provide clear senior leadership and commercial direction and support to ensure a high-performing, engaged food sourcing team. - Allocate work, manage resources and oversee day-to-day team operations. - Coach, mentor and develop team members to build capability and support career growth.	- Lead performance management, including setting expectations, giving feedback and addressing issues. - Foster a positive, inclusive and collaborative team culture that supports wellbeing and continuous improvement.
#5: Workplace Health and Safety (WHS)	
- Comply with all company policies, procedures, and code of conduct. - Assist achieving FBV's vision through meeting our legal, moral, and ethical obligations. - Ensure WHS policies and processes are adopted across the organisation. - Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements.	- Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times. - Lead by example and display an active commitment to company policy and WHS compliance. - Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken.

TECHNICAL KNOWLEDGE		PERSONAL ATTRIBUTES	
• Relevant tertiary qualification and/or equivalent work experience. • Significant Food Industry and commercial experience. • Minimum of 5 years professional experience in a relevant role. • Significant and demonstrated stakeholder management experience. • Willingness to undertake a criminal record check.		• Excellent written and verbal communication skills, including the ability to deliver information to large groups. • Ability to lead and develop a collaborative and innovative team. • Well-developed organisational and time management skills. • Exceptional negotiation and influencing skills. • Ability to build and manage relationships at all levels.	
VALUES	FOUNDATION BEHAVIOURS		
Empowerment			
	• We develop Team Members and each other. • We challenge the status quo. • We provide the opportunity for ourselves and others to experience the value of our work. • We recognise and celebrate our accomplishments. • I have input and ownership.		
Accountability			
	• We encourage excellence. • We encourage continuous improvement & learning. • We ensure performance management consistency. • We accept mistakes and learn from them. • I am accountable for my own performance. • I am part of a team.		
Respect			
	• We encourage open, constructive feedback. • We give credit where credit is due. • We are inclusive. • We take the time to listen to each other. • We affirm our people. • We allocate tasks that are fair and reasonable to achieve.		
Integrity			
	• We explain our decisions. • We do what we say we will do. • We call out an issue when it is evident. • Equal contribution is rewarded equally. • I lead by example. • I am committed to do my best. • I am encouraged to stand up for my beliefs.		
Equality			
	• We encourage people to be themselves. • We strive to foster a sense of belonging in our workplace. • We ensure all people we interact with feel welcome, and a part of our family. • We are inclusive with our agencies and partners.		

	• We strive to provide equal opportunity for all – internally and externally. • We call out practices which exclude others.
Diversity	
	• We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners. • We embrace diversity in all our people, their experiences, and points of view. • We value all cultures, backgrounds and genders. • We strive to form a diverse atmosphere for all people to be safe and secure. • By celebrating diversity, we help all people to feel included, safe and secure. • We do not tolerate discrimination. • We recognise and respect differences.