

**POSITION DESCRIPTION**

**RIMPA GLOBAL**

**BUSINESS DEVELOPMENT MANAGER**

**About RIMPA Global**

Records and Information Management Practitioners Alliance (RIMPA Global) is the leading professional body for the records and information management (RIM) industry across Australasia and globally. With a strong and engaged membership base of approximately 3,750 members, RIMPA is committed to growing this community to 4,500 members by June 2027, while also broadening its reach across both public and private sectors.

Currently, around 70% of RIMPA’s members are from the government sector and 30% from private industry. A key strategic objective is to achieve a more balanced membership profile across these sectors by 2030, reflecting the increasing demand for effective information management practices across all types of organisations.

RIMPA delivers a diverse suite of products which include:

* RIMPA SmartRetention – an intuitive, subscription-based retention and disposal tool designed to help organisations manage compliance with legislative and regulatory requirements.
* Training Workshops – over 200 workshops delivered annually across various formats, providing practical skills and knowledge in key areas of records and information management.
* Vocational Education and Training (VET) Programs – formal education pathways aligned with national standards, ensuring members are equipped with accredited qualifications.
* Professional Certification – a three-level certification program (Experienced, Skilled, Expert) that recognises professional capability and experience in the field.
* Microcredentials – short, focused learning opportunities enabling members to upskill and build specialist expertise in emerging areas of information management.

**Position Context**

This is a new growth-focused role at RIMPA Global and will play a pivotal part in the organisation’s ability to deliver its mission while ensuring financial sustainability. The role is highly autonomous, supported by a collaborative internal team and clear KPI’s.

**Indicative Salary Positioning**

* Base Salary Range: $95K – $100K + superannuation + performance-based incentives.
* Bonus/Incentive Structure: To be linked to KPI achievement and overall revenue growth targets.

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| **ROLE SPECIFICATION** | |
| **ROLE TITLE** | Business Development Manager |
| **EMPLOYMENT TYPE** | Full Time Position |
| **ROLE REPORTS TO** | Chief Executive Officer (or delegate) |
| **LOCATION** | Flexible – Remote / RIMPA Global Office (as required) |
| **EFFECTIVE DATE OF PD** | 9 June 2025 |

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| **PRIMARY ROLE OBJECTIVE** |
| The Business Development Manager is to drive revenue growth and expand the organisation’s member base. This is a key role focused on selling RIMPA Global’s suite of products and services — including membership packages, the SmartRetention tool, training programs and certification.  The Business Development Manager will operate under clearly defined Key Performance Indicators (KPI’s) |

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| **KEY RESPONSIBILITIES** |
| **Membership & Product Sales**   * Drive membership growth across all RIMPA Global categories through sales strategies that are aligned with the membership engagement team’s campaigns and insights. * Prospect and convert new paying members. * On sell RIMPA Global products   **Revenue Development**   * Deliver on sales targets across all revenue-generating products and services. * Collaborate with the internal teams to deliver campaigns aligned to business development priorities. * Recommend pricing, promotional offers, and value propositions to enhance product and membership uptake.   **Relationship Management**   * Represent RIMPA Global at conferences, webinars, and alliance activities designed to drive membership and service growth.   **Reporting & KPI Management**   * Track and report on agreed KPI’s, providing insights into performance and opportunities for improvement. * Contribute to the preparation of annual revenue targets and budget planning. |

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| **KEY PERFORMANCE INDICATORS (KPI’s)** |
| Performance will be measured on a regular basis against the following indicators:   1. **Membership Growth:** Number of new paying members recruited and retained (monthly and annually). 2. **Revenue Growth:** Total revenue generated through sales of membership and products. 3. **Pipeline Development:** Number and quality of prospects and leads 4. **Conversion Rate:** Percentage of leads successfully converted into members or product sales. |

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| **SKILLS AND ATTRIBUTES** |
| **Business Development & Sales**   * Proven track record of achieving and exceeding revenue targets. * Strong business development skills with the ability to identify opportunities and close deals.   **Communication & Relationship Management**   * Good written and verbal communication skills. * Strong negotiation and influencing skills.   **Strategic Thinking & Execution**   * Ability to think strategically and develop effective sales campaigns. * Ability to work both independently and collaboratively.   **Collaboration & Teamwork**   * Team player with a positive, solutions-oriented approach.   **Technology**   * Familiarity with CRM tools and Microsoft Office Suite.   **Personal Attributes**   * Enthusiastic, self-starter with a “can do” attitude. * Flexible and adaptable to changing priorities * Self-motivated and results-oriented |

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| **POSITION EXPERIENCE** |
| The position will require the following experience: |
| **Mandatory**   * 3-5 years’ experience in business development and sales. * Proven track record of driving revenue growth and meeting/exceeding sales targets.   **Desirable**   * Experience working in a membership association or not-for-profit organisation. * Tertiary qualifications in business, sales, marketing, or a related discipline |

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| **KEY RELATIONSHIPS AND POSITION DIMENSIONS:** |
| The position will consult, collaborate, and network with: |
| **RIMPA GLOBAL STAKEHOLDERS**  **Internal Relationships:**   1. Chief Executive Officer 2. RIMPA Membership Engagement Manager 3. Other team members as required 4. RIMPA Board members 5. RIMPA Local & Global Ambassadors 6. Volunteers   **External Relationships:**   1. Industry Partners/Sponsors 2. Members 3. Non-Members |

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| **APPROVAL & PREPARATION DETAILS** | | | |
| **PREPARED BY** | Anne Cornish | **DATE** | 9 June 2025 |
| **NAME & POSITION** | Chief Executive Officer |
| **APPROVED BY** | RIMPA Board | **DATE** | 18th June 2025 |
| **NAME & POSITION** | NA |