



Job Description
Green Dining Alliance
Business Development Associate

Position Description

The primary focus of this position will be to identify and recruit restaurant participants to the GDA program. The Associate will research, contact and meet with restaurants to inspire their interest in restaurant sustainability and ultimately sign them up for the GDA program. This is a grant funded part-time position, anticipating 20 hours per week for 6 months.

Specific duties may include but are not limited to the following:

- Identify and recruit restaurant participants for GDA certification through various forms of communication, including email, phone, social media, and in-person drop-ins and meetings
- Attend relevant industry events and build partnerships to promote the program and recruit members
- Participate in the development of outreach materials for restaurants
- Schedule restaurant audits and support the certification process as needed
- Maintain relationships with current program participants and schedule re-certifications
- Organize specific data for grant reports and annual report
- Develop business relationships within the industry to secure sponsorship funding for the program
- Represent the GDA through community outreach

Position Objectives

Build and support the program's presence within the St. Louis regional community and increase the recognition of the GDA as the primary regional third-party certifier of restaurant sustainability. Successfully market the program and recruit new participants. Support the GDA Program Manager to certify 75 members by the end of 2015 and 100 by December 2016, keeping renewal rates above 90%.

Supervision & Collaboration:

The GDA Business Development Associate reports to the GDA Program Manager and receives additional support from the Executive Director and the Communications and Marketing Manager.

Attributes and skills of qualified candidate include:

Required

- Previous sales and consulting experience, ideally within the food service industry and/or sustainability fields
- Previous knowledge of and experience in the food service industry
- Demonstrated excellence in public speaking, writing, and industry research
- Detail-oriented; able to handle multiple tasks and to work independently
- Excellent time management skills
- Proficiency in basic office software (Excel, Word and Powerpoint)
- Willingness to become an expert in green restaurant practices

Desired

- Bachelors or Masters degree in business, hospitality, sustainability, or related field
- Experience with Google Documents and various social networking tools
- Strong interest in/understanding of environmental issues