

Position Description

Manager, Business Development



Australian
Rural Leadership
Foundation

Position description: Manager, Business Development
Two-year contract with possible extension
This position is based in Canberra or Brisbane

Approval date: 5 January 2021

Context

The Australian Rural Leadership Foundation (ARLF) designs and delivers leadership programs and initiatives to support thriving regional, rural and remote communities. Established nearly 30 years ago, the ARLF is an independent, not-for-profit organisation with both a national and international footprint. We rely on the financial support of the community, business, philanthropic and government sectors.

Position objectives

In this role, you will be contributing to the growth in the volume and diversity of our client base while also managing and retaining relationships with existing clients.

Duties and responsibilities

- create and implement a Business Development Strategy to maintain a robust funding pipeline
- develop and implement a client relationship management strategy
- demonstrate your in-depth knowledge of business products and the ARLF value proposition to potential and current clients
- assist in the development of new business offerings
- contribute to presentations, proposals, written submissions to secure new business and partnerships
- work with the broader ARLF team to develop engagement and communication plans and report on partnership activity and performance
- represent the ARLF at conferences, meetings and industry events to promote the Foundation's programs and initiatives and develop relationships with prospective partners
- build the capacity of current staff to create a high-performing business development function using your accumulated experience, current and new materials and procedures
- maintain business development records including the Foundation's E-Tapestry database, email correspondence as well as preparing reports and communications as required
- work as a member of the Foundation team to assist and support other staff as required, contributing to the broader role and objectives of the organisation

Organisational Relationships

The occupant of this position:

- is accountable to the Chief Executive
- works under the direction of and is managed on a day-to-day basis by Director, Partnerships
- is required to work collaboratively with other ARLF staff

Delegations and Authorities

- Some financial delegations and authorities are associated with this position as outlined in the Delegations Framework.
- The occupant of the position will assist in the monitoring of specified budget information for designated projects and programs and is required to certify invoices in relation to the availability of funds.

Conditions of Employment

Detailed conditions of employment are set out in the Foundation's Employee Manual. From time to time there may be an increase in weekly hours and the requirement to perform higher duties. The requirements listed below are representative of the knowledge, skills and/or ability required.

About You

You are people-focused and can embrace critical feedback as a growth opportunity. You are proactive and enjoy working in a team with minimal supervision. You will help our team make an impact in regional, rural and remote Australia.

1. University degree in business administration and/or marketing (or equivalent qualifications/experience) are desirable
2. Demonstrated ability in business development and marketing
3. Demonstrated ability in client stewardship and relationships
4. Proven ability to think ahead, discern priorities, emerging needs and respond to them
5. Outstanding communication and interpersonal skills
6. Ability to form and nurture relationships with a diverse range of people
7. Demonstrated ability to collaborate and work productively in a team.

The Australian Rural Leadership Foundation values diversity in our workplace and encourage people from all backgrounds, abilities and identities to apply. Please note that you must have the appropriate right to work in Australia to be eligible for this role.

Additional requirements

1. Work outside normal hours may be required.
2. Occasional interstate travel may be required.

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