

POSITION DESCRIPTION – Business Development Manager

POSITION TITLE:	Business Development Manager
SALARY RANGE:	\$80K per annum plus super (0.6FTE)
LOCATION:	Melbourne
EMPLOYMENT:	Part-time ongoing, subject to six-month probationary period
FTE:	0.6FTE
RESPONSIBLE TO:	Chief Executive Officer

THE ROLE

This role will strategically lead and manage COTA Australia's business development and growth activities to enhance and support our advocacy and support for older people. The role will identify and nurture new opportunities for the organisation to deliver in alignment with the COTA Australia Strategic Plan.

The role works actively with the COTA Australia team, engages, and collaborates with external stakeholders to develop corporate support arrangements to advance COTA Australia's advocacy and enhance the organisation's reputation.

This is a significant new role designed to diversify and increase revenue for COTA Australia the national peak body for older Australians.

DUTIES AND RESPONSIBILITIES

Business Development:

- Develop a range of partnership and business development opportunities, to attract sustainable revenue from corporate and philanthropic sources, in line with COTAs values and advocacy strategy.
- Ensure the effective operationalization of the partnerships and business development secured, including due diligence processes and delivery of COTA Australia's strategic objectives.
- Actively initiate, lead negotiations, and oversee the establishment of new business development initiatives, in alignment with COTA Australia's Strategic Plan.
- Draft and develop contracts and other documents to support new initiatives.
- Support the transition of new initiatives for ongoing management.
- Ensure business development activities deliver on COTA Australia's Strategic Plan, providing value, delivering sustainable initiatives, programs, products and/or services.

Leadership, Collaboration and Accountability:

- Work collaboratively with the COTA Australia team toward shared outcomes and impact.
- Engage as a business partner with other business units to ensure member value from new initiatives.
- Represent COTA Australia at relevant forums, meetings, conferences, and events as required.
- Cultivate relationships with stakeholders, including both current and potential partners.

Reporting:

- Reporting to the CEO on business strengths and areas of improvement.
- Establish processes to regularly deliver, monitor and report on outputs, outcomes, risks, resources, and financial performance.

ADDITIONAL REQUIREMENTS

- This role may require some interstate travel and some work outside of normal hours.

KEY SELECTION CRITERIA

- Relevant qualifications in business, marketing, or a related discipline
- Minimum of five (5) years' proven experience as a business development manager, sales executive, or in a similar revenue generation role.
- Proven track record in designing and delivering partnerships and business development opportunities.
- Ability to communicate effectively with key stakeholders.
- Ability to operate within a structured strategic framework and analyse progress towards achievement of agreed outcomes.
- Ability to work in a small team with limited supervision on a number of projects/initiatives to achieve outcomes/results and is able to manage time and tasks effectively.
- High level of financial literacy, costing, budgeting, research, reporting and evaluation skills.
- Exceptional oral and written communication, interpersonal, negotiation and presentation skills, and the capacity to interact effectively, and build credibility and rapport with senior management and external stakeholders.
- High level organisational skills, the capacity to deliver high quality outcomes and meet tight and multiple deadlines and competing priorities.
- Excellent digital literacy skills and competent use of online platforms and Microsoft Office Suite.
- Understanding current issues of ageing and ageism.
- Capacity to negotiate and represent organizational interests with philanthropic and corporate entities.
- Police clearance