

Manager- Business Development Position Description

Reporting to:	Centre for Humanitarian Leadership (CHL) Director	Work location:	Victoria preferred, but flexible or remote possible
Department:	International Programs	Budget holder:	No
Team:	Centre for Humanitarian Leadership	Direct reports:	Nil

Here you'll make a difference

The Centre for Humanitarian Leadership is an award-winning partnership between Deakin University and Save the Children Australia, founded in 2011. The vision of the Centre for Humanitarian Leadership is a world where equitable and inclusive assistance is available to all people affected by disasters and humanitarian crises. The Centre leads and influences change within the humanitarian system through critical analysis, transformational and disruptive education and research, and meaningful contributions to policy and practice.

The role of the Manager - Business Development is to lead and support the financial sustainability of the Centre through partnership engagement, program design, proposal development, and other contributions to the strategic direction of the Centre.

The Manager - Business Development will work through a networked approach where they lead the coordination and development of funding applications, tenders, and other business development opportunities. They will work with internal and external stakeholders to ensure business development activities reflect the strategy and purpose of the Centre and draw on the strengths of non-financial partnerships to enhance and grow financial and other strategic partnerships.

The role will complement a team of academics, humanitarian practitioners, and other professional staff to support the future growth of the Centre and the implementation of its strategy. The role will foster creative and bespoke approaches to national and global partnerships, develop leads, and convert them to commitments, supporting further development of ongoing relationships. This role requires occasional travel and frequent out-of-hours work due to global scope of the role and the geographic location of key international stakeholders.

Here your skills will be valued

Role requirements

Stakeholder communication and relationship management

- Build and manage a portfolio of pipeline opportunities in close collaboration with the CHL Director and Centre Manager
- Liaise with relevant internal CHL stakeholders, Save the Children Australia and across Deakin University
- Build, maintain, and develop external relationships to build the Centre's domestic and international profile
- Support donor reporting requirements and compliance in coordination with the Centre Manager and Operations Coordinator

Business and proposal development

- Track and identify global grant funding and tender opportunities, working closely with internal and external networks/partners to maximise success rates
- Identify and pursue opportunities with institutional, corporate and philanthropic organisations to submit unsolicited proposals or commercial opportunities



- Lead and coordinate the writing, review, and quality assurance of proposals, identifying improvements when proposals are unsuccessful
- Liaise closely with Deakin stakeholders to ensure compliance with submission processes and ideal timelines
- Identify opportunities to submit proposals through partners and leverage existing relationships, maintaining a pipeline tracker of weighted opportunities for accurate forecasting

Financial

- Meet or exceed the annual fundraising targets set
- Develop proposal budgets in close coordination with the Centre Manager, Operations Coordinator, and other relevant program, research, and academic staff.
- Ensure success is measured not merely in terms of revenues raised, but also in terms of external resources secured (GIK) and strategic relationships developed to help meet the Centre's strategic goals

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at the Centre for Humanitarian Leadership / Save the Children contribute to our impact for children.

Every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- 3+ years successful experience in managing NGO, government and corporate clients and/or developing new business and proposal development
- High level communication skills - particularly in grant writing, strategic or conceptual pitching, negotiation, persuasion, and partnership brokering.
- High competency with the MS Office, including MS Teams, and the Adobe suite of programs
- Familiarity with international funding mechanisms, donors, and proposal requirements for institutional, UN, governmental, and philanthropic entities.
- Experience working with CRM systems (Salesforce preferred)
- Demonstrated experience in budget/financial management

Core competencies required

- Building relationships and networks
 - Maintain and develop a range of contacts and keep them informed
 - Actively participate in networks and seek new ways of engaging prospects
- Initiative and self-drive
 - Identify what needs to be done, and able to respond in an appropriate and timely manner as required by the situation
 - Set and go about achieving challenging goals making sure initiatives are undertaken on time to the agreed specification
- Resilient
 - Relentless in pursuit of new opportunities (prospects) not deterred by challenges and setbacks
- Delivering results
 - Pursue opportunities whilst managing risks and uncertainty to enable the organisation to achieve its strategic objectives
 - Align ideas and solutions to strategic imperatives to support the delivery of our long-term strategic objectives
- Communicating with impact
 - Convey complex issues with clarity brevity and confidence
 - Ensure communications and presentations are concise and well-structured strategically
- Innovation
 - Think creatively, seek out and apply successful ideas from others to overcome challenges

Desirable knowledge or experience

- Understanding and experience of humanitarian work and humanitarian environments
- Prior NGO/NFP or higher education sector experience
- Full professional fluency in a non-English language such as French, Arabic, or Spanish

Required qualifications and/or accreditations

- Relevant tertiary qualification/s or equivalent experience

Additional Information

- Any offer of employment at Save the Children Australia & the Centre for Humanitarian Leadership will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct and relevant Deakin University policies
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer
- Note- this role will be hired by Save the Children Australia and seconded 100% to the Centre for Humanitarian Leadership at Deakin University.

Driver's Licence: Not required **Travel:** Required

Working with Children Check: Required **Assets:** Laptop