



Relationship & Business Development Manager

Position Description

Reporting to:	Director of Partnerships & Programs	Work location:	Melbourne, Sydney or Brisbane
Department:	Partnerships & Programs	Budget holder:	Yes
Team:	Partnerships & Programs	Direct reports:	Nil

Here you'll make a difference

At Library For All, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

All roles at Save the Children contribute to our impact for children

At Save the Children, Library For All & 54 reasons, 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.

Reporting to, and supported by, the Director of Partnerships and Programs, the Relationship and Business Development Manager creates positive impact for children around the world through the development of new business and fundraising opportunities, and management of key relationships for Library For All.

This role suits individuals who are motivated by having significant social impact, with strong business acumen, strategic selling expertise, and excellent communication skills. They have a real prowess to nurture and grow relationships. They will spend as much time with their partners as possible. In fact, they will walk the corridors at every opportunity to see what other opportunities may exist within the existing portfolio of partners.

The Relationship and Business Development Manager is responsible for:

- Developing and maintaining their individual business development plan that reflects our Business Development strategy and responds to external market trends and developments.
- Identifying and nurturing key accounts (relationships) across the Save the Children movement globally - with a focus on Africa, South-East Asia and the Pacific.
- Identifying and nurturing key accounts (relationships) across the development sector including program partners, institutional donors, corporate partners and wholesale supporter network.



- Identifying new funding and support opportunities and assisting in the development of new proposals to secure program funding and support across philanthropy, business development and corporate partnerships.
- Deepening Library For All's networks in the philanthropic sector by remaining up to date with sector trends and developments.
- Supporting the team with administrative tasks as required, including books sales, invoicing and monitoring inbound enquiries.

At LFA your skills, knowledge and experience are valued.

Role requirements

Account Management and Business Development:

- Identifying and nurturing key accounts (relationships) through the Save the Children movement, and across the development sector including program partners, institutional donors, corporate partners and wholesale supporter network,
- Identifying, tracking and applying for new business opportunities including programs, grants, funding, donations and diversified revenue;
- Assisting in the development of new high-quality proposals to secure new business opportunities both independently and in partnership with Save the Children's Supporter Engagement team
- Building and maintaining a portfolio of pipeline opportunities.

External and Internal Relations:

- Build, maintain, and manage external relationships to grow Library For All's profile;
- Build, maintain and manage internal relationships at Library For All and Save the Children;
- Coordinate closely with Save the Children's Supporter Engagement team
- Represent Library For All at external events, meetings and conferences to promote the work of Library For All and the Save the Children movement;
- Represent Library For All on internal working groups.

Strategic Planning

- Contribute to the Partnership and Programs Team's strategic planning activities
- Assist in developing, maintaining, and delivering outcomes in accordance with a business development plan that reflects our team's strategy, responds to external market trends & developments, and reflects our propositional approach.

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 Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- 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

Policy Compliance

- Comply with the policies, standards, and guidelines of Library For All.

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:

You are an experienced business development professional who thrives in a highly innovative, agile and high performing environment. You'll have exceptional inter-personal skills, well-developed stakeholder relationship management skills and a flexible communication style. You will demonstrate an ability to achieve large goals, whilst working autonomously in a rapidly growing organisation with strong ambitions. Importantly, you'll share our passion for delivering better educational outcomes for children using technology as an enabler.

Essential knowledge or experience

- 5+ years experience in a Business Development or Fundraising role
- Proven track record in growing revenue and relationships for an NGO/INGO
- Experience in a high growth enterprise with a proven contribution to its success
- Proven success in managing an existing portfolio of partners
- Experience in managing cross-cultural partnerships
- Experience with identifying and winning a diverse portfolio of new business opportunities
- Good diplomatic skills and cultural awareness
- Experience in grant writing and building proposals

Desired knowledge or experience

- Experience with innovation, negotiation, collaboration and problem solving
- Exceptional inter-personal and stakeholder management skills
- Highly developed verbal and written communication skills, including report writing

Required qualifications and/or accreditations

- Tertiary qualifications in Marketing, Commerce, Business or a relevant discipline (or equivalent experience)



Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required

Working with Children Check: Required

Travel: Limited opportunities

Assets: Laptop