



Applicants for this position must at least address Essential
Criteria

JOB AND PERSON DESCRIPTION:

Business Development Manager

September 2017

THE ORGANISATION

The Conservation Council of South Australia (SA) Inc (Conservation SA) is a force for nature. We exist to blaze a path to a brighter environmental future for South Australia.

We are the peak non-government environment body for South Australia, representing over 60 of the State's environment organisations.

As a community-powered organisation we stand for South Australia's environment when it's under threat, help our member groups and other nature champions, and create and tell stories about better ways for people and nature to thrive together.

Title:	Business Development Manager
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Remuneration:	\$80K neg. pa pro rata (plus 9.5% superannuation).
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Responsible to: Chief Executive

Direct reports: Leading a small team

Employment Basis: Initially 0.6 FTE (26.6 hrs per week). Six month contract (will be extended and – potentially – hours expanded if growth targets are met)

Restriction: Continuation is subject to funding, need and satisfactory performance.
Should the incumbent become a candidate for State or Federal Parliament, they must take leave without pay and if elected, will be deemed to have resigned.

Location: Office location is 111 Franklin Street, Adelaide.

Background

South Australia already has a lot going for it. We have an abundance of breath-taking and well-loved nature spaces. We're a global leader in renewable energy, well ahead of the rest of the country. We have a vibrant clean food industry, the world leading levels of recycling, including our iconic container deposit scheme, and that's only the beginning.

Yet we face our share of challenges. Along with the rest of the world, increasing urbanisation and our over-use of precious resources means our biodiversity is shrinking and our children are less connected to nature. Climate change adds stress to already vulnerable ecosystems. Political cycles focus on economic development and largely ignore the threats to the natural world.

In response to rapid technological, social and political shifts, Conservation SA is changing the way we operate to better influence South Australia's path.

Our new Strategic Plan focuses on transforming ourselves to improve our financial viability and professional capacity in order to increase our relevance and impact.

We are about to launch a comprehensive re-brand, our tribe of supporters is rapidly growing and we manage a successful community space in the centre of Adelaide: the Joinery.

It's an exciting time to join one of South Australia's most important for-purpose organisations.

The role

This position will lead and coordinate the organisation's growth and enterprise activities in the areas of membership, fundraising and business development. The successful candidate will have the whole of organisation's financial health and growth in their sights and will be accountable to revenue performance targets on behalf of their team.

Key duties

- Identify and develop new and existing revenue growth opportunities
- Prepare business development proposals for government or key sponsors/partners
- Forecast revenue and growth targets and ensure they are met by the team
- Track and record activity in response to growth targets
- Coordinate staff involved in various revenue and growth activities
- Develop and extend partnerships with other organisations and key individuals
- Manage contracts and grant acquittal
- Supervise day-day financial management and participate in whole of organisation budget preparation and financial forecasting
- Share skills, knowledge and perspectives within the organisation where requested
- Participate in and contribute to Conservation SA staff meetings, fundraising, conferences, events, and training, as relevant
- Other duties, as required, to support day to day operations

Selection criteria

ESSENTIAL

Skills

- High level entrepreneurial skills, including the capacity and energy to rapidly discern, identify, prioritise and develop revenue-enhancing opportunities
- Ability to communicate effectively in writing and in person and foster relationships with colleagues and partners
- High level research and writing skills
- Strategic thinking skills
- Ability to prioritise and manage time effectively
- High level of computer literacy
- Demonstrated ability to use initiative, work independently and as part of a team

Knowledge & Experience

- Financial management and best practice governance
- An expert knowledge and experience in one or more of the key revenue/growth opportunities (philanthropy/fundraising, grant writing, government relations, database movement building and social enterprise development)
- CRM and Office suite
- Successful track record of delivery and/or growth on revenue targets

Personal attributes

- Initiative and self-motivation
- Commitment to achieving targets and milestones
- Commitment to environment and social justice issues.
- Integrity
- Team player

DESIRABLE

Skills

- Event organisation and management

Knowledge

- Knowledge of the role and operation of community non-profit environment organisations.
- Knowledge of community-based / not for profit / social purpose business.
- Knowledge of bequest fundraising.

Conditions of Employment:

The successful candidate will be employed under a common law contract but employment conditions will be consistent with the Conservation Council of South Australia Enterprise Agreement 2015 and the incumbent will work under the conditions detailed in the Conservation Council's Human Resources Manual.

- Intra- and interstate travel may be required from time to time. Payment for work-related travel in the employee's own vehicle will be made in accordance with the Conservation South Australia Enterprise Agreement 2015.
- Out of hours work may be required and time off in lieu of overtime will apply.
- Conservation Council SA premises are smoke-free workplaces.

- Conservation Council SA staff are required to operate in a manner consistent with Occupational Health & Safety (OH&S) and Equal Employment Opportunities (EEO) policies.