

Position Description

Business Development Manager and Tender Writer

Position summary

Reporting to the CEO, the Business Development Manager will use their understanding of the strategic direction and business goals of The Buttery to facilitate successful tender submissions. Working with Senior Managers, they will be responsible for the creation of clear, concise Project Mandates, Business Cases, Project Plans and Response Documents according to defined criteria. They will create key messages for each tender/submission and ensure the development of our submissions content library.

Organisational relationships

Direct reports: Nil

Internal and external relationships

Internal relationships include CEO, Management, staff, Board, current participants.

External relationships may include stakeholders, peak bodies and funding providers.

Responsibilities	Outcomes
Source funding and grant opportunities	
Act as a primary point of contact for all business development opportunities.	There is evidence of presence on mailing list for business development initiatives.
Proactively seek out new opportunities in consultation with the CEO.	Links with relevant stakeholders including government departments and other not-for-profit organisations are improved.
Make recommendations to the CEO regarding funding and grant opportunities.	The CEO is advised of options in regard to funding opportunities.
	Recommendations are provided to the CEO with clear and concise reasons.
	Presentations are made to the Board of Directors.
Develop and maintain relevant databases, including media contacts.	Spreadsheets of current contacts are kept up to date and are readily available to the CEO.

Responsibilities	Outcomes
Write and submit tenders and grants	
Develop the content needed to address the evaluation criteria for the submissions content library.	Relevant content from previous tenders is drawn upon and updated.
Write grants, and supporting material such as reports, summaries and pitch documents.	The CEO has assistance with submissions and/or tenders to Parliamentarians, government departments, funders and other correspondence as needed.
Collaborate with stakeholders to collect relevant data.	There is evidence of effective collaboration with others, ensuring key stakeholders are involved.
	Information is shared and people are kept informed of progress, changes and issues.
Maintain subscriptions to all tender and grant sites and look for opportunities daily.	Knowledge and experience are applied to write and edit best-practice submissions that address the specified funding criteria and conveys key messages.
Advise the executive team about prospective opportunities in a timely manner.	Subject matter experts are involved and are informed of their tasks at an early date to allow a reasonable amount of time to provide the necessary data.
Create a project plan for tender submission.	Milestones are set and there is follow up to ensure data is provided.
	Tenders are submitted in a timely manner.
	The tender complies with all the specifications of the tender request. This includes sourcing, collating and attaching all the required documentation such as policies, procedures, plans or insurance certificates.
	Graphic design is organised and charts, graphs and tables are accurate and clear.
	Quality control is undertaken before submission to ensure the documentation is free of errors.
Reporting and technical support	
Provide reports on opportunities.	Reports are structured for brevity and are clear and concise focuses on key points.
Support the use of new technology and develop skills to master new technologies.	There is knowledge of new and existing systems relevant to the role sufficient to meet performance standards.
	Project management methodology is readily applied, and continuous improvement is supported.
Promotional projects	
Take part in or manage projects or events relating to the promotion and positive reputation of the Buttery.	The Reconciliation Action Plan Committee is supported.
	Other projects are completed as directed by the CEO.

Responsibilities	Outcomes
General	
Be compliant with WHS requirements and take reasonable care to ensure your own safety and health and that of others. Abide by their duty of care provided for in the legislation. Ensure you do not place others at risk by any act or omission. Ensure you do not interfere with safety equipment.	There is demonstrated compliance with WHS requirements to ensure a safe and healthy workplace. This includes abiding by the non-smoking directive at the Buttery sites and complying with pandemic directives.
	Any injury, hazard or illness are reported immediately, where practical, to your manager.
Take an active role in building your resilience and preventing psychological injury. Take reasonable care for your health and safety and that of others who may be affected by your conduct.	The importance of wellbeing and self-care as a part of resilience is acknowledged. Strategies are implemented to maintain personal wellness and resilience. Clinical supervision or other supports are utilised, when needed.
Be compliant with codes, guidelines, policies, procedures, legislation, confidentiality and Standards and proactively engage with Buttery continuous quality improvement.	Codes, guidelines, policies, procedures, legislation, Standards and quality improvement processes are adhered to at all times. Changes and improvements are supported.
	All mandatory training programs and team meetings are attended.
Support an environment free from discrimination, harassment, bullying and model appropriate standards of professional behaviour in the workplace.	There is mandatory reporting of any suspected incidents of child abuse.
	Interactions with colleagues, residents, clients and stakeholders are undertaken in a courteous manner.
	Cultural and linguistic diversity is taken into consideration.
	There is positive feedback from others regarding your interactions.
Other duties relevant to the role as requested by the CEO.	

Selection criteria

Qualifications and checks

- University level qualifications in a relevant field, e.g., Communications, Marketing, Journalism and/or Public Relations
- Current and valid Driver's Licence with an ability to undertake travel around the Buttery footprint
- A satisfactory Criminal Record Check and Working with Children Check

Professional skills and experience

- A minimum of two years of experience tender/grant writing following approved processes with set timeframes. Knowledge of NDIS and Community Housing is desirable.
- Demonstrated experience in successful submission of funding applications and supporting material such as reports, summaries and pitch documents.
- Technical expertise and familiarity with data analysis, the Microsoft suite and video conferencing applications.
- Demonstrated partnership building experience
- Awareness of contemporary community services issues including AOD and mental health and community housing with an understanding of financial terminology.
- Demonstrated commitment to cultural diversity, equal employment opportunity, legislative compliance and workplace health and safety.

Interpersonal skills

- Strong verbal and written communication skills with the ability to collaborate as part of a team.
- Proactive with the ability to work autonomously and use time effectively.
- A reasonable level of health and resilience to fulfil the demands of the role.
- Flexible with an ability to thrive under pressure and enjoy new challenges.
- An innovative and creative approach to solving problems.

Agreement

These conditions of employment, your duties and location may be varied by The Buttery during the term of your employment. The position description duties are to read in conjunction with the terms and conditions that form your contract of employment. I accept and agree to the duties in this position description. I understand and agree to abide by the terms and conditions stipulated.

Signature _____

Name _____ Date _____