

Role title: Business Development Manager and Tender Writer

Location: Binna burra/Tweed



THE BUTTERY
ENRICHING LIVES

About the role

About the role: Step into a part time role where your strategic thinking and business acumen directly contribute to life-changing outcomes. As our Business Development Manager and Tender Writer, you'll be at the forefront of securing vital funding and driving initiatives that uplift communities and empower individuals.

- Develop clear, concise project mandates, business cases, and plans that bring ideas to life and deliver measurable impact.
- Your work in Alcohol and Other Drugs (AOD) and Mental Health will ripple through lives, families, and entire communities
- Enjoy autonomy, purpose, and the freedom to make meaningful, local change every single day.

Hours and location: The hours are 24 per week and days worked are negotiable. The role is hybrid with options to work from home and in our Binna Burra or Tweed office. The role is funded until 30th June 2026 with potential for extension.

About you: Selection Criteria

1. University level qualifications in a relevant field, e.g., Communications, Marketing, Journalism and/or Public Relations
2. Current driver's licence, a satisfactory Criminal Record Check, Working with Children Check
3. A minimum of two years of experience tender/grant writing following approved processes with set timeframes. Knowledge of NDIS and Community Housing is desirable.
4. Demonstrated experience in successful submission of funding applications and supporting material such as reports, summaries and pitch documents.
5. Technical expertise and familiarity with data analysis, the Microsoft suite and video conferencing applications.
6. Demonstrated partnership building experience
7. Awareness of contemporary community services issues including AOD and mental health and community housing with an understanding of financial terminology.

Why our staff love working with us

- **Flexible Working Solutions:** We support your work-life balance with flexible working arrangements.
- **Extra Annual Leave:** Enjoy two additional weeks of annual leave (pro rata) to spend more time on holiday.
- **Career Growth:** Explore internal opportunities to transfer and work in other programs.
- **Professional Development:** Benefit from ongoing training and development opportunities.
- **Supportive Environment:** Access to our Employee Assistance Program and to external clinical supervision for direct service staff
- **Salary Sacrifice Benefits:** Increase your take-home pay by 6-12% with ATO-approved incentives, allowing you to allocate up to \$15,899 of tax-free salary towards your mortgage, rent, loans, credit card, or school fees.
- **Meal and Accommodation Card:** Receive a \$2,650 card for meals and accommodation.
- **Convenient Packaging Options:** Package costs for a computer, phone, or novated vehicle lease.

Find out more: For a position description, see <https://www.buttery.org.au/employment-opportunities>

For any other queries, please contact recruitment@buttery.org.au

This role is remunerated at SCHCDS Level 6-7 (\$55-60ph) depending on qualifications and experience with access to salary packaging to potentially increase your take home pay by another 5k).

How to apply: Please use each of the selection criteria above as a heading and write a brief paragraph addressing each one in your cover letter. Please email your resume and cover letter to recruitment@buttery.org.au

Unfortunately, applications that do not address the selection criteria will not be considered.

Closing date: 8th September 2025