

POSITION DESCRIPTION GUIDE

POSITION TITLE: Business Manager, Strategic Partnerships

Direct Report: CEO

Secondary Report: nil

Supervisory: Project Partner team(s)

POSITION OBJECTIVE

This is a dynamic role with three (3) focus areas, Firstly, as a Business Manager, Strategic Partnership's you will be responsible for cultivating and maintaining existing and new relationships among ABC Foundation business and community partners, while developing and implementing strategies to increase revenue for the Company and its subsidiaries. Secondly, working closely with the CEO you will be responsible for managing functions that sit under ABC Foundation partnership agreements. And, thirdly, you will be responsible for proactively sourcing new funding opportunities, including grants, fee for service and/or tenders, with the ability to source, write and successful negotiate the contracts.

BACKGROUND

ABC Foundation Ltd is a social enterprise delivering Aboriginal Environmental Programs and Economic Development Services, placing Aboriginal people within the present conservation economy. Our charitable member-based organisation was established in June 2016 and has quickly become a multi-service organisation, linked to its objective and mission. As the business grows to become a leader in its field, ABC Directors aim to source, recruit, and build a skilled and passionate team to assist us to achieve great things for Aboriginal people.

Role & Responsibilities

Managing Strategic Relationships

- Manage relationships with community and business partners to build both the ABC Brand and its subsidiaries, including our partners.
- developing and maintaining business relationships and co-designing projects which allow our partnerships to strengthen and thrive.
- Work to strengthening existing relationships, sourcing new joint opportunities and increase collaborations.
- Be proactive in working across multi-stakeholder relationships, attending workshops; building professional networks.
- Work collaboratively across the leadership team, to ensure new opportunities are in line with the Foundations strategic plan and will create employment opportunities.

Develop, Convert and Deliver strategic projects

- Champion and manage new and existing business projects, with the ability to ensure they are delivered successfully, on time and within budget;
- Build the organizational network by through targeted outreach and strong project planning, utilising existing projects and partnership to build the network.
- Liaise with partners to solve issues, communicate needs and create synergy, always being proactive and flexible/adaptable in our implementation approach.
- Analyze and report on partner initiatives, forecast for strategic changes and report on key metrics.
- Working with the Corporate Services Manager, ensure strategic project deliverables are being met and where possible consider various or enforcement.

Sourcing new income opportunities

- Proactively source new funding opportunities across the spectrum, for both the Foundation, its subsidiaries and its partners, where possible take the lead on grant writing or working with the grant writing team, as lead in mind.
- Have the skills and ability to develop and execute plans for strategic growth, including business plans, internal and external plans required.
- conducting market research; synthesizing reports of business metrics and provide advice to the CEO on business opportunities in line with the strategic plan.
- Can formulate budgets, read, and articulate financial audited, working with the CEO and the Corporate Services Manager to strengthen internal and external operating functions,
- Have the ability to take direction for the CEO and negotiate contracts with strategic partners, ensuring favourable situation for all parties involved.
- Represent the CEO where possible in key stakeholder meetings and/or on behalf of the Foundation and its Subsidiaries and partners, as representative to support opportunities and growth. .

KEY COMPETENCIES

- Must be humble with willingness and readiness to serve others
- Must be a confident communicator and presenter
- Must possess excellent verbal and written communication skills
- Must possess excellent organizational and planning skills
- Be proactive, reliable, responsible and accurate with an attention to detail
- Possess the ability to keep information confidential
- Ability to work in fast-paced and high-stress environments
- A wide degree of creativity and latitude
- Self-motivated with a positive and professional approach to management

REQUIRED QUALIFICATIONS/SKILLS/KNOWLEDGE

- Proven 5+ years expertise across multi-sector projects and/or strategic project or business development roles, with evidence of converting complex projects with high success rates (essential)
- Ideally Business degree qualified (or equivalent) and experience working at a senior level in areas of business development, commercial negotiation, and/or regional economic development, or a related field (essential)
- Have expertise in and experience working across land-based business industries with an economic development and/or socio-economic lens on (essential).
- Applicants need to be a strategic thinker, ability to think quickly to solve problems and have extensive experience working across mutli-sector projects, with ability to juggle numerous agendas and achieve project outcomes.
- Has a positive outlook, recognises opportunities and how to cultivate and conceptualise concepts which are both realistic, viable and can be proven.
- Hold and maintain strong professional relationships, with expert communication skills
- Strong organisational skills and the ability to thrive in a fast-paced environment are also beneficial.

CHARACTERISTIC BEHAVIOURS

- Listens to members, employers and colleagues attentively and non defensively.
- Respects people and treats them as individuals.
- Is positive about strengths and potential of people from different cultures, ages, physical abilities, or other differences.
- Is energetic.
- Encourages people to play to their strengths.
- Takes responsibility for own actions; doesn't blame others.
- Makes consistently appropriate decisions for the client and organisation by applying policy, information and own practical judgement.
- Overcomes or minimises barriers and addresses unique needs and preferences of Aboriginal people or decision makers.
- Stays focused; uses time effectively and meets goals.
- Maintains personal effectiveness (sense of humour, emotional balance and resilience) even when under pressure.
- Keeps focused in times of uncertainty and rapid change.
- Finds ways to do things differently or smarter for job seekers, employers and team.