



Business Development and Partnerships Manager Position Description

POSITION TITLE:	Business Development and Partnerships Manager
PROGRAM:	Corporate
EMPLOYMENT:	Permanent Part time (0.8 EFT/60.8 hours per fortnight)
CLASSIFICATION:	Social and Community Services Employee, Level 7 Pay Point 1 to 3 based on qualifications and experience to be confirmed as per the <i>Social, Community, Home Care and Disability Services Award 2010</i>
SALARY PACKAGE:	9.5% superannuation and access to generous NFP tax concessions (specifically, a salary packaging scheme offering up to \$18,450 of your salary tax free)
RESPONSIBLE TO:	CEO
DAYS AND HOURS:	Tuesday to Friday, flexibility of hours between 8.00am and 6pm
LOCATION:	You will be based at Brunswick Town Hall. From time to time the incumbent may be requested to work from, or to be based at, other Hope Street sites and other services sites.
OVER AWARD CONDITIONS:	Provided in accordance with Hope Street Policy: <ul style="list-style-type: none">• Personal/Carer's Leave additional 2 days per year (total of 12 days) during first year of service and an additional 4 days per year (total of 14 days) from second year of service and thereafter.

ORGANISATIONAL INFORMATION

Hope Street Youth and Family Services Limited (Hope Street) is a not for profit, youth and family focused community based organisation. Established in Brunswick since the early 1980's, Hope Street is a multi-faceted agency which delivers a broad range of support services to young people who are homeless or at risk of homelessness and the local community via its core youth programs.

Hope Street has a zero tolerance to all forms of violence, including child abuse, and is committed to creating safe communities which focus on the best interests of children and young people. The organisation promotes the safety and empowerment of all children and young people acknowledging both their individual diversity and cultural heritage.

Please view our website www.hopest.org for more information regarding our programs and the organisation.

POSITION INFORMATION

The position of Business Development and Partnerships Manager has a strategic focus and is specifically designed to build upon existing partnerships to ensure they grow and sustain whilst building and identifying opportunities to create new partnerships and business opportunities that further the goals of the organisation through local communities, governments, trusts and foundations, corporate partners/donors, research opportunities and joint initiatives. The role is also responsible for delivering on Hope Street's external communications collateral with a focus on donor and partner-targeted communications.



POSITION KEY RESPONSIBILITIES

Key Area	Key Responsibilities	Agreed Achievement (KPI's)
<p>Trusts and Foundations</p>	<p>The Business Development and Partnerships Manager will establish, nurture and coordinate business relationships/partnerships with philanthropic trusts and foundations in order to meet Hope Street Strategic priorities and objectives</p>	<ul style="list-style-type: none"> • Maintain a comprehensive spreadsheet/data base identifying the key philanthropic agencies, trusts and foundations, the types of funding available and timing of these opportunities • Nurture and enhance existing as well as new relationships with Trusts and Foundations' (T&F's) administrators to gain a better understanding of the interests of trustees and to further Hope Street's strategic goal of growth • Work collaboratively with the Operations Manager and Program Managers to identify new models of service or ways in which existing services can be enhanced by access to philanthropic funds • Take a lead role in coaching and facilitating staff development in the area of submission writing and project management • Actively seek opportunities within the Trusts and Foundations • Within a targeted strategic approach develop and write applications for funding with a minimum success rate of 50% per financial year. Aim to raise a net result which covers the cost of the program and a surplus.
<p>Partnerships /Stakeholder relationships</p>	<p>The Business Development and Partnerships Manager will be responsible for seeking out new partnerships with external agencies/organisations. The Business Development and Partnerships Manager will collaborate with key stakeholders within local communities to build Hope Street's capacity to deliver responsive, flexible and innovative services and community support.</p>	<ul style="list-style-type: none"> • Actively seek appropriate partnerships for Hope Street that enhances the strategic position and furthers the opportunities for strategic growth. • Build formal partnerships with agreed universities and learning institutions to develop a long-term research program, which includes post graduate student placements, supervision and the expectation of joint publication/communication of research. • In collaboration with the Operations Manager identify and support new opportunities to establish culturally appropriate program models leveraging off partnerships with diverse community groups (such as Aboriginal and CALD). • Actively seek appropriate partnerships in metropolitan growth corridors such as the City of Whittlesea and City of Hume, with the aim of achieving additional programs as a part of Hope Street's strategic growth and positioning.



<p>Project Management</p>	<p>A core component of the role of the Business Development and Partnerships Manager will be to manage the securing of new funds as well as supporting the Executive Team to project manage the establishment of new initiatives within budget and agreed contracted KPI's.</p>	<ul style="list-style-type: none"> • Manage the securing of funding for identified projects in the growth corridors per the Strategic Plan or as identified by the CEO. • Actively explore research partnerships that further the strategic priorities/goals of Hope Street. • As a member of the Executive Team contribute to the creation and implementation of a data system for the transfer of, and access to, information relating to the results and learnings from research, projects or partnerships, to ensure Hope Street continues to improve and develop as a learning organisation. • Liaise and provide progress reports regarding the implementation of all special projects funded through Trusts and Foundations that do not fall under the area of the Operations Manager and Program Managers. • Ensure all acquittals are met in relation to funded programs.
<p>Strategic placement of the organisation</p>	<p>The Business Development and Partnerships Manager will strategically promote and position the organisation within the wider community enhancing and harnessing opportunities for growth.</p>	<ul style="list-style-type: none"> • Monitor and influence the environment external to Hope Street, through active participation and representation to senior officers of government departments, relevant community groups, professional bodies and forums. • Strategically promote the work of the organisation internally, in the sector and within the wider community. • Represent the organisation in relevant public and professional settings. • Actively promote the work of the organisation via: marketing and promotional collaborations; coordinating and managing events; resourcing media; organising launches; coordinating the development of e-newsletters; regular weekly posts on Hope Street social media – facebook and LinkedIn.



<p>In addition, agreed objectives within the Strategic Plan will be designated for achievement within this role.</p>	<ul style="list-style-type: none"> • Submit tenders/philanthropic trust submissions focusing on projects beyond 1 year with the aim to create a cumulative surplus. • Resourcing the organisation's led and/or participation of research projects with educational institutions and/or private providers that focus on planning for growth corridors and other relevant work. • Gain funding for service delivery and community development in growth corridors. • Provide input into the annual budget in the areas of business development, partnerships and communications. • Meet budget goals. • Provide training to support team members interested in submission writing. • Resource the CEO, and/or Executive Team representations at a minimum of 2 statewide and national forums regarding the work of Hope Street Youth and Family Services Limited. • Professional contribution to Executive Leadership Team. • Professional contribution to internal committees and meetings as requested by the CEO • Report regularly to the CEO via Management meeting. • Provide monthly Business Development and Partnerships Reports to the CEO by the due dates. • Develop and implement Annual Work Plan • Ensure Annual Business Development and Partnerships Report is completed by due date. • Participate in Annual Performance Appraisal.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Participate in professional development • Receive formal supervision by the CEO • Develop and implement Annual Work Plan • Participate in Annual Performance Appraisal.
<p>Administration & Reporting</p>	<ul style="list-style-type: none"> • Employees are responsible for providing secretariat support any meetings within the Business Development and Partnerships areas including: preparing documents and invitations for meetings; typing minutes, agendas, correspondence and reports. As well as contributing to the general administration of the Executive Leadership Team.
<p>General</p>	<ul style="list-style-type: none"> • Comply with agency reporting requirements, organisational policies and procedures • To work within Hope Streets ethical, privacy and OH&S frameworks • Contribute to a positive organisational culture • Perform other duties as required.

INTERPERSONAL SKILLS

- Excellent verbal and written communication skills
- Ability to motivate, gain co-operation and assistance from a range of stakeholders
- Ability to conceptualise, plan, implement, monitor and reflect for the achievement of core strategic activities
- Ability to engage with all levels including donors, community members, senior government officials, other CEO's in both a professional and social environment.



- Highly developed organisational and time management skills.
- Well-developed communication skills and ability to speak at public events at both small and large gatherings.

KEY SELECTION CRITERIA

1. Minimum of University Degree level qualification in Community Services areas and/or fundraising, philanthropy or equivalent is essential.
2. Highly developed leadership, management and communication (written, verbal, behavioural) skills.
3. Highly developed conceptual, strategic, analytical and problem solving skills.
4. Extensive experience in community service programs, and an understanding of current issues, research questions and future directions.
5. Demonstrated capacity to negotiate and work constructively with Director, Assistance Director and senior management levels of government departments and funding bodies and other stakeholders; and to represent the organisation at a variety of external forums.
6. Demonstrated understanding of, and commitment to, the values and standards that underpin the organisation and the capacity to take a leadership role in promoting these throughout the organisation within a culture of continuous learning.
7. Demonstrated capacity to balance the requirement for consultation and collaboration with timely decision-making and appropriate leadership.
8. Excellent time management skills and the ability to manage multiple, complex demands and meet timelines.
9. Advanced Microsoft Office applications; Outlook, Word, Excel, PowerPoint.

Other Relevant Information:

- The appointment is subject to a clear police record check prior to commencement;
- The applicant is required to hold a current Employee Working with Children Check;
- The applicant is required to hold a current Victorian Drivers Licence;
- Current First Aid Certificate (desirable)

Hope Street Youth and Family Services is a smoke free environment.

Hope Street encourages applications from suitably qualified people from a diverse range of racial, social, cultural, gender and disability backgrounds that reflect our community.