

## **Business Development & Relationships Manager**

### **- Position Description -**

#### **About Us**

EthicalJobs.com.au is working to change the world, one job at a time.

We bridge the gap between Australians who want to “work for a better world” and the thousands of not-for-profit organisations that tirelessly strive to create that better world.

As a for-profit social enterprise and one of Australia’s top job-search sites for the not-for-profit sector and beyond, **we support the work of more than 6,000 organisations** around the country, and have a passionate community of **280,000+ unique users** visiting the site each month. And we’re growing!

We also run the annual Not-For-Profit People Conference. Now in its eighth year, it’s Australia’s largest event focused on how to attract, manage, train and retain the best people for the NFP sector, attracting ~500 attendees.

You’ll be joining a dedicated, passionate and successful team of 24 people who share a vision of a more equitable, just and sustainable world.

When we’re not working from home (as we are right now) our spacious office is just off Smith St in Collingwood, including a large outdoor deck for lunch in the sun and drinks after work, and great food and coffee just around the corner.

#### **About the role**

As a key member of our passionate and successful Relationships Team, you’ll be part of a group who are committed to helping a diverse range of Australian NFPs and social enterprises find amazing staff and volunteers, so they can change the world more effectively.

You’ll be responsible for strengthening and broadening our ongoing relationships with hundreds of regular advertisers nationally, as well as initiating and developing relationships with organisations that don’t currently advertise on [EthicalJobs.com.au](https://EthicalJobs.com.au).

Your work will be primarily phone and email based, but you will also travel interstate to meet with top clients at least quarterly.

Your responsibilities will include:

- Maintaining and strengthen relationships with EthicalJobs.com.au’s current advertisers – who are mostly HR and recruitment professionals
- Initiating and developing new relationships with employers, primarily in the not-for-profit sector
- Growing job numbers on the site from employers on your client list
- Contributing to ongoing development of sales team processes and materials
- Regularly reporting back on progress with clients
- Contributing to periodic strategic planning of business development activities
- Maintaining our CRM database

## **About you**

You have a background in recruitment, business development or fundraising. You're someone who can establish rapport quickly with a diverse range of people and build long-term relationships with paying clients.

You've ideally also spent some time working in or with not-for-profit organisations, so you already know a little about how these organisations work.

You're friendly, fun and work well as part of a team, but you've also got initiative and creativity, so you can dive in with little direction.

Most importantly, you're passionate about our vision of a better world and would love the challenge of playing an important role in a fast-growing social enterprise.

## **Selection Criteria:**

Essential:

1. 3+ years of experience in a recruitment, business development or fundraising role
2. Demonstrated experience developing and managing large numbers of client (or similar) relationships
3. Strong interpersonal skills and an eagerness to spend most of your day on the phone
4. Curiosity, hunger to learn and interest in the recruitment challenges of our clients
5. A positive, energetic and proactive attitude
6. Demonstrated resilience and perseverance
7. Strong organisational skills, attention to detail and process-orientation
8. Demonstrated passion and commitment to "working for a better world"

Desirable:

- Experience working in or with the Not-for-Profit sector
- Knowledge of recruitment and broader HR processes

**Hours:** Full-time, but with an option to work 0.9

**Reports to:** Business Development and Relationship Management Team Lead

**Direct Reports:** None

**Salary:** A competitive salary will be negotiated with the successful candidate, dependent on experience.

## **What do you get beyond a great remuneration package?**

We're all currently working remotely, but once restrictions ease, you'll get:

- A beautiful office, close to public transport and great food on Smith St
- In-house massage-therapist – visits every 2 weeks to give everyone a 15 minute massage
- A light- and plant-filled work space, with beautiful outdoor deck for outdoor meetings and

drinks

- A standing desk
- Unlimited chocolate, fruit, nuts, tea and coffee
- Team lunch every Wednesday
- Pet-friendly workplace – a number of staff regularly bring their dogs in to make the office more fun
- Paid professional development days
- The opportunity to have a real impact on the work of over 6,000 charities and social enterprises across Australia!

### **Excited?**

Please include in your application:

- A 1-page cover letter that succinctly outlines your relevant experience in relation to the selection criteria (please make it amazing!) and:
- A copy of your CV.

**Questions?:** If you have any questions about the role please email robyn [at] ethicaljobs.com.au

**NB:** Women and people of diverse gender, age, cultural backgrounds and with disabilities are strongly encouraged to apply.

**Applications Close: 5pm, 5<sup>th</sup> November 2020**