



## Manager - Relationships and Business Development Team

### – 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 is 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 the leader of our Relationships Team you’ll be joining a dedicated, passionate and successful group of people 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 leading the team of three Business Development and Relationships Managers in strengthening and broadening our ongoing relationships with hundreds of regular advertisers, as well as initiating and developing relationships with organisations that don’t currently advertise on EthicalJobs.com.au.

#### About you

You have a background in recruitment, business development or fundraising and demonstrated experience leading a successful team. 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 how these organisations work.

You’re a leader of people, comfortable creating effective team processes, coaching your team members, and supporting them to develop and grow over time.

You’re friendly, fun and work well as part of a team, but you’ve also got initiative, so you can embrace challenges 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 growing social enterprise.

**Responsibilities:**Leadership responsibilities

- Conduct regular coaching sessions with each team member
- Manage performance of team members
- Oversee workloads of team members and adjust when needed
- Ensure overall growth of sales metrics
- Lead the culture of the Relationships Team
- Recruit and onboard new team members when needed

BDRM responsibilities

- Initiate and develop positive, ongoing relationships with new employers, primarily in the not-for-profit sector
- Maintain and develop relationships with EthicalJobs.com.au's current advertisers
- Contribute to the ongoing development of sales materials
- Work within and optimise business development processes
- Report on success metrics
- Contribute to strategic planning of business development activities
- Maintain our Customer Relationship Management (CRM) database

**Selection Criteria:**

## Essential:

- 2+ years of experience leading a team in recruitment, business development or fundraising
- Demonstrated experience developing and managing large numbers of client relationships
- Strong interpersonal skills and an eagerness to spend much of your day engaging with clients by phone
- Interest in the common recruitment and HR challenges of our clients
- Proven success achieving sales targets
- Strong process orientation
- A positive, energetic and proactive attitude
- Demonstrated resilience and perseverance
- Highly organised and excellent attention to detail
- 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, currently this role will require working from home

**Required Travel:** Approx 2 x two-day interstate trips per quarter (once travel restrictions lift)

**Reports to:** General Manager

**Direct Reports:** Three

**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 meetings and occasional 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!

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

**Excited?:** Please apply via the 'Apply Now' button on the [EthicalJobs.com.au](https://EthicalJobs.com.au) site.

**Applications Close:** 9am Wednesday 16 December 2020. We will shortlist candidates as they apply, so please apply as early as possible.

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