

Position Description



Job Title:	Business Development Lead	Reporting To:	Director – Business Development
Team:	Business Development	Travel:	brief limited intra/interstate
Location:	Sydney or Hobart	Position Type:	Full time, ongoing
Level/Salary Range:	Level 6 \$91,000 + Phone Allowance + Super + PBI salary packaging	Leave Entitlements (pro-rata):	5 weeks' annual leave 2 weeks personal leave Other leave as per National Employment Standards
Position Contact:	Anthony Garnham Anthony.garnham@beaconfoundation.org.au		

Role (Purpose):

Locate, develop and win new funding partnerships in alignment with Beacon Foundation's strategic objectives.

Key Attributes (Be):

- Desire to create better opportunities for young Australians and demonstrate commitment to and understanding of Beacon Foundation's core values of passion, team, professionalism, flexibility and innovation
- Excellent client centric interpersonal and communication skills with the ability to build and maintain collaborative and productive relationships
- Strong aptitude for sales, networking and business growth
- Collaborative approach to work and sharing successes and learnings with and from others
- Strong initiative and drive with an optimistic, solutions focused growth mindset
- Effective analytical, research and problem-solving skills
- Excellent client centric interpersonal and communication skills with the ability to build and maintain collaborative and productive relationships
- Ability to self-motivate, work independently and as part of a broader team
- Enthusiasm to take on new tasks as they arise and assist whenever required
- Flexible, agile and able to manage competing priorities and embrace change
- Maintain high standards of work practices and ensure professionalism, integrity, respect and confidentiality
- Adaptability and resilience enabling personal performance and productivity levels to be maintained in challenging situations
- Support and promote the work of Beacon and maintain a positive image of the organisation

Key Responsibilities (Do):

Role specific responsibilities

Business Development

- Support the development of the fundraising strategy
- Source new funding through multiple channels, especially trusts & foundations, government and also corporates
- Manage and leverage the Strategic Grants platform
- Maintain and manage a prospect pipeline to ensure funding opportunities are maximised

- Support strong internal governance processes to gain approval for new projects and funding opportunities
- Work closely with relevant internal stakeholders to write and submit funding proposals for trusts & foundations, government and corporates
- Ensure working with children expectations are understood by partners and potential partners
- Consult with relevant internal stakeholders to develop formal documentation including Memorandum of Understanding, finance requirements and record keeping
- Report to relevant internal stakeholders regarding the outcomes of funding submissions
- Provide suggestions and enact new fundraising initiatives where cost/benefit can be substantiated

Partnerships:

For portfolio accounts:

- Monitor partnership renewals with an emphasis on proactively retaining funding and exploring growth potential, including reapplying for funding when applicable
- Attend formal meetings with partners with the purpose of providing/receiving feedback and planning future engagement and maintaining mutual goal alignment with an eye to future funding.
- Explain Beacon's expectations in providing a safe environment for young people to current and prospective partners and funders
- Manage and coordinate ad hoc funder requests

Internal:

- Provide mentoring and support to staff regarding business development practices to enhance partner retention and growth, and support alignment to Beacons strategic objectives
- Maintain, review and validate all business development contacts and opportunities in CRM (Salesforce) to ensure information is timely, accurate and complete. This includes oversight of other employees entering business development information.
- Undertake other duties within this level and range of responsibility as directed

General Staff Responsibilities:

- Ensure strong relationships with Beacon staff, both at a local and national level
- Participate in Beacon Foundation professional development opportunities, including phone conferences and in-person workshops
- Meet internal administration requirements including Key Performance Indicators, budgets, record keeping and reporting, and adherence to Beacon Foundation policies and procedures at all times

Qualifications, Experience and Checks:

- 5+ years of demonstrated experience and success in business development and fundraising in a not-for-profit or corporate environment, particularly in Trusts & Foundation, Corporate and Government channels
- Satisfactory National Police Check and Working with Vulnerable People Check
- A mobile phone is required (you will receive an allowance in addition to the salary)

How to apply:

Please email your application to recruitment@beaconfoundation.org.au. Applications must include:

- A cover letter/statement of no more than two pages outlining your skills and experience against the above Key Attributes, Key Responsibilities and Experience;
- Detailed curriculum vitae (CV)/ resume; and
- Contact details for two recent referees best placed to comment on your skills in relation to the position.

Salary Packaging:

- As Beacon is a Public Benevolent Institution (PBI), salary packaging is available. Salary packaging enables you to reduce the amount of income tax you pay and therefore increases your take-home pay.
- Packaging of up to \$18,550 per annum (1 April – 31 March) for General Living and Meal & Entertainment expenses is available from your pre-tax income.
- Individual circumstances may impact your total benefit. For more information, please visit www.accesspay.com.au