



Christian Brothers Oceania Province

Edmund Rice Ministries Oceania

Position Description

Title:	ERMO Business Development Manager
Reports to:	ERMO Executive Officer
Based at:	Negotiable (across Australia)
Employment:	Full Time - Maximum Term 3 years with 6-month probation period

Context:

Edmund Rice Ministries Oceania (ERMO) was established in 2018 by the Christian Brothers Oceania Province to govern and manage the work of 14 Edmund Rice ministries across Australia, New Zealand and Papua New Guinea. The ministries associated with ERMO work to address a broad range of needs in the community in the areas of socio-economic disadvantage, education support, social isolation, health and wellbeing, disability, social justice and reconciliation.

The intention is for ERMO to grow and develop independently of the Christian Brothers into the future and is therefore in a significant organisational change environment.

Position Purpose:

ERMO is developing its identity as a single organisation, positioning itself as a significant contributor to the community services sector in Australia, New Zealand and Papua New Guinea. The organisation requires support to enhance its profile in the community and with significant stakeholders in the sector. There is a need to develop a broad strategic business plan approach, that includes creating previously untapped funding opportunities across a number of platforms. To that end, ERMO is investing in a full time position to deliver on developing its profile with funding stakeholders, ensuring an increase in funding avenues and enhancements of financial modelling for future sustainability.

The position will support the Executive Officer in the delivery of a business plan and financial diversification strategies, as defined through the Board Strategic Directions and the Sustainability Action Plan. The position will have a close relationship with each of the ministries to ensure that the business development activities are undertaken with full understanding of the local context for each ministry.

The ERMO Business Development Manager is a member of the ERMO Executive Team and reports directly to the Executive Officer of ERMO. The ERMO Executive Team is responsible for providing strategic support to the ERMO Board and the ministries, particularly in the areas of risk, governance, finance, capacity building and sustainability.

The position will work closely with the ERMO Sustainability Coordinator to ensure business development strategies and projects align with the sustainability plan.



Key Accountabilities and Responsibilities:

<p>1. Member of the Executive Team</p>	<p>1.1 Be a key support to the Executive Officer particularly in relation to business development planning 1.2 Work on projects and issues in a team approach with the Executive Team, including initiating agenda items for meetings 1.3 Participate in any ERMO Board Committees as a member of the Executive Team, as directed by the Executive Officer 1.4 Represent the Executive Team at professional and mission forums as negotiated 1.5 Deputise for the Executive Officer if requested from time to time 1.6 Carry out other duties as reasonably required by the Executive Officer</p>
<p>2. Business Planning</p>	<p>2.1 Support the development of a business plan for ERMO and a business plan in each governed entity that aligns with the ERMO Business Plan 2.2 Develop a working relationship with each entity related to business planning and business development 2.3 Grow the funding diversification of ERMO and its entities 2.4 Critically assess all available opportunities against established criteria and make recommendations on the opportunities to be pursued and appropriate resourcing for endorsement by the Executive Team 2.5 Prepare reports for the Executive Officer and the ERMO Board regarding business planning and development</p>
<p>3. Funding Relationship Management</p>	<p>3.1 Establish collaborative and sustainable relationships with both internal and external stakeholders 3.2 Build and maintain a community and local industry profile, to enable the identification of and access to opportunities 3.3 Articulate a case for support for the organisation's priorities in a way that is compelling and demonstrates impact 3.4 Ensure entities have a coordinated approach to networking and memberships of key affiliations 3.5 Proactively engage and collaborate with members of the community to foster community fundraising projects 3.6 Advise and support local entity initiatives 3.7 Promote conference attendance and presentations from ERMO ministry staff to the broader social services community</p>
<p>4. Funding</p>	<p>4.1 Develop bid strategies that are responsive to funder requirements, market conditions; and organisational strategy and capabilities 4.2 Develop and manage a grants calendar 4.3 Develop and manage an opportunity pipeline of government tenders and grants, including identifying win rates and revenue goals 4.4 Research and strategically target key funding opportunities 4.5 Work collaboratively with identified operational leads to develop responsive service models, develop partnerships to support tenders, and gather inputs into bid strategy and submissions 4.6 Prepare and submit funding applications at a national/ international level 4.7 Coordinate a regular meeting with entities regarding funding applications and emerging opportunities</p>
<p>5. Financial Modelling</p>	<p>5.1 Work collaboratively with identified finance and commercial leads to oversee the development of financial modelling and contracts; proactively identifying financial and commercial risks</p>
<p>6. Compliance & Reporting</p>	<p>6.1 Lead comprehensive handover of successful opportunities to Operational teams ensuring they understand all key drivers for success 6.2 Ensure reporting and acquittal compliance is monitored and maintained</p>
<p>7. General Reporting/ Meetings</p>	<p>7.1 Report regularly to the Executive Officer 7.2 Participate in regular Executive Team meetings and provide agenda items</p>



	7.3 Participate in quarterly Executive Team planning workshops
	7.4 Engage in regular ERMO conferences
	7.5 Engage in Professional Supervision on a regular basis

Corporate Accountabilities and Responsibilities

Operate as a Team Member	<ul style="list-style-type: none"> Contribute to the efficient and effective functioning of the team in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance and support to team members and personnel of Edmund Rice Ministries Oceania, and undertaking other key responsibilities or activities as directed by Management.
Diversity	<ul style="list-style-type: none"> Demonstrate a commitment to the value of diversity by being open to the perspective of others and being courteous and respectful.
Work Health and Safety	<ul style="list-style-type: none"> Be proactive in caring for the health and safety of all people working within Edmund Rice Ministries Oceania Proactively ensure all appropriate actions are taken to implement WHS policies, procedures, training and legislative requirements Actively participate in training, report hazards and speak up when behaviour is not acceptable
Safeguarding of Children and Vulnerable Adults	<ul style="list-style-type: none"> At all times act within the organisation's Child and Vulnerable Adults policies, code of conduct and procedures and commit to the fostering of a culture of safety and care for the protection of children and vulnerable adults and a zero-tolerance approach to any abuse. Ensure all relevant legislative and regulatory requirements are met including undertaking screening for suitability to work with children, youth and vulnerable people. If working with children, demonstrate an understanding of children's development needs and culturally safe practices. Follow procedures in relation to identifying and reporting child abuse Participate in ongoing child safety training and supervision
Risk and Governance	<ul style="list-style-type: none"> Operate in line with the Organisation's policies, code of conduct, ethics and values Actively participate in training and report risks
Continuous Improvement	<ul style="list-style-type: none"> Apply quality management and continuous improvement processes to all activities under direct control. Edmund Rice Ministries Oceania recognizes that the skills and knowledge of its employees are critical to the success of the organization. Hence, ERMO: <ul style="list-style-type: none"> Encourages continuous improvement through educational and formation channels; so that employees can maintain and improve job-related skills or enhance their ability. Expects personnel to continually explore, develop and participate in activities including performance reviews, training and formation initiatives that lead to continuous improvement, professional development and a deeper understanding of and commitment to the Edmund Rice ethos.
Authority Limits	<ul style="list-style-type: none"> All expenses incurred must be in accordance with budget parameters, policies and procedural requirements and be preapproved.
Travel Requirements	<ul style="list-style-type: none"> Allow for extensive travel within Australia, New Zealand and Papua New Guinea Independent management of travel scheduling, in collaboration with Executive Team



Essential Criteria

Qualifications and Experience:

- A bachelor level degree or higher in business administration, commerce, public policy/administration or equivalent
- Previous experience as a commercial, business or operational manager, in the community services sector, for a minimum of 5 years
- Demonstrated experience in strategic planning, including working with and reporting to boards and other governing entities

Knowledge and Skills:

- Ability to work successfully with a religious institute or faith based agency
- An appreciation of and commitment to Mission within the context of the Edmund Rice charism and in the Edmund Rice tradition
- Excellent time management, administrative and organisational skills with the ability to plan workload, prioritise tasks, meet deadlines, report back and adapt to changing circumstances
- Ability to proactively engage and collaborate with members of the community
- Excellent written and verbal communication skills with strong attention to detail and ability to tailor messaging to a variety of audiences
- Excellent financial literacy with the capacity to develop and build creative solutions
- Excellent stakeholder management skills and ability to establish collaborative and sustainable relationships
- Results orientated approach and desire to deliver tangible outcomes that feed into strategic goals of the organisation
- Capacity to work with organisations across different contexts and cultures
- Strategic and analytical thinking; ability to identify opportunities and tackle a problem by using a logical, systematic, sequential approach
- Proficient use of software including Google, MS Office, Outlook, Share file and intranet services

Desirable Criteria

Qualifications and Experience:

- Experience implementing community / corporate giving programs
- Experience with writing & receiving grants and donations
- Experience in building trusted long-term partnerships and relationships
- Experience with different types of Fundraising, Sponsorship & Crowdfunding Campaigns
- Experience and understanding of working with Corporate Social Responsibility Initiatives
- Experience and understanding of working and developing a Bequest Program
- Experience and understanding of working and developing a Corporate Volunteer Program
- Strategic thinking skills with the ability to quickly evaluate opportunities, proactively manage risks and take advantage of opportunities.
- Awareness of government and other funding processes and decision making criteria and approaches and the ability to apply this to develop responsive bid strategies.



- Project management experience or exposure.
- Ability to undertake Staff Training & Consultation where required on establishing Funding Processes within the organisation

The Employer reserves the right to vary this position description in response to its changing needs.

Statement by the Employer:

The information detailed above is an accurate statement of the responsibilities/accountabilities of this position.

Signature:

Name: Date.....

Agreed by the Employee:

The below signed acknowledges that the Employee has read the above position description and understands and accepts the responsibilities/accountabilities of this position.

Signature:

Name: Date:.....

ERMO is committed to the safeguarding of children and vulnerable adults and has zero tolerance to any form of abuse.