

## Position Description

<b>Position Title:</b>	Business Development Manager
<b>Employment type:</b>	Full-time
<b>Location:</b>	Castle Hill (office relocation scheduled for mid-2026)
<b>Reports to:</b>	Operations Manager
<b>Direct reports:</b>	Nil

## About Greater Sydney Landcare

Greater Sydney Landcare (GSL) covers the region from Wollondilly to the Central Coast and west into the Blue Mountains. Our purpose is to connect communities and volunteers with their natural environment through bush regeneration and revegetation programs. Having previously relied on government grants, GSL is shifting towards a more sustainable, self-funded model through expanded service delivery. In the past few years, GSL has established two new programs, Corporate Engagements and Environmental Services, which are becoming revenue generating streams.

## Position Summary

The purpose of the Business Development Manager is to build strategic partnerships, expand revenue streams, and increase the GSL footprint across environmental restoration, land management, conservation and sustainability projects. The position works closely with Corporate Engagement, Environmental Services and Communications to develop competitive proposals, tenders, and collaborative projects with government, industry, community groups, and private landholders.

This role is funded for an initial 12 months, with the option to extend contingent on the achievement of agreed performance milestones.

## Key Responsibilities

### Business Development & Growth

- Identify and secure new business opportunities in environmental services, land management, conservation, and sustainability sectors.
- Develop and implement a business development strategy aligned with the organisation's strategic plan.
- Monitor market trends, policy changes, and funding opportunities relevant to environmental services and Landcare initiatives.
- Generate leads and manage a pipeline of potential projects and partnerships.

### Partnerships & Stakeholder Engagement

- Build and maintain strong relationships with government agencies, local councils, industry partners, community organisations, and landholders.

- Represent GSL at networking events, industry forums, and environmental sector meetings.
- Identify opportunities for collaborative projects and partnerships that deliver environmental and community outcomes.

### **Tendering & Proposal Development**

- Lead and coordinate the preparation of high-quality tenders, grant applications, and proposals.
- Work with staff to scope projects, develop budgets, and prepare compelling submissions.
- Ensure proposals meet requirements, timelines, and tendering standards.

### **Strategic Planning**

- Contribute to organisational strategy by identifying growth areas and new service offerings.
- Support diversification of income streams including government contracts, grants, partnerships, sponsorships and fee-for-service work.
- Provide market intelligence and strategic advice to the leadership team.

### **Project Development**

- Assist in the development of innovative environmental programs and initiatives.
- Support project teams during early project stages including concept development and client engagement.
- Ensure new projects align with environmental best practice and organisational values.

### **Reporting & Performance**

- Track and report on business development activities, pipeline opportunities, and outcomes.
- Maintain CRM and opportunity tracking systems.
- Meet agreed revenue and partnership development targets.

## **Key Selection Criteria**

### **Essential**

- Demonstrated experience in business development, partnerships, or sales that is transferable to environmental services, natural resource management, sustainability, or related sectors.
- Strong interest in and understanding of environmental management, conservation, or ecological restoration.
- Proven experience preparing tenders, grant applications, or commercial proposals.
- Excellent stakeholder engagement and relationship management skills.
- Strong communication and presentation skills.

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- Ability to work collaboratively with technical specialists and project teams.
- Ability to transfer business skills and knowledge to GSL staff.
- Strategic thinking with the ability to identify and develop new opportunities.
- Current driver's licence and access to a vehicle.

### **Desirable**

- Experience working with government procurement processes or environmental grant programs.
- Knowledge of Landcare networks, natural resource management frameworks, or environmental policy.
- Experience working with community organisations or not-for-profit environmental groups.

### **Key Competencies**

- Strategic relationship building
- Opportunity identification and market awareness
- Proposal writing and tender management
- Collaboration and teamwork
- Some environmental sector knowledge
- Commercial acumen

### **Key Outcomes**

Success in this role will be measured by:

- Growth in corporate and environmental services income by 50% at the end of 12 months
- Development and achievement of new strategic partnerships
- Expansion of the organisation's corporate and environmental services portfolio
- Contribution to positive environmental and community outcomes

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.



**ACKNOWLEDGEMENT**

I certify that I have read, understood and accepted the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY MANAGEMENT**

.....  
Manager

.....  
Date