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Position Description

Title:	Business Development Lead
Department:	International Programs and Operations (IPO)
Reporting to:	Head of Program Development
Location:	Melbourne, Hybrid or Flexible
Position Type:	Maximum Term, Part-time (0.6 FTE)
Classification:	CARE Band 6

About CARE Australia

CARE Australia (CA) supports women and girls around the globe to save lives, defeat poverty and achieve social justice. We work in partnership with local communities to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

CARE Australia is a member of the CARE International (CI) confederation. We strive for a world of hope, inclusion and social justice, where poverty has been overcome and people live in dignity and security.

About the Division

The International Program and Operations (IPO) team is responsible for the efficient and effective management of Australian funded programs, which are delivered. Programs for which the Department is responsible include both development programs, and humanitarian and emergency programs. The Department is also responsible for diversification of revenue streams including the private sector and institutional donors.

The Program Development Unit is responsible for managing CARE's institutional funding pipeline and ensuring a strong program revenue stream from institutional donors is maintained.

The department collaborates across CARE, including with Fundraising and Marketing in developing diversified revenue streams. In order to achieve program goals, the Department ensures that programs are well designed, assists programs to operationalise quality guidelines and provides technical expertise to support program delivery. The Department regularly

monitors program implementation, takes management action to ensure program delivery is satisfactory, contractual obligations are met, and development gains are achieved. The Department builds and maintains relationships with institutional donors to secure funding. To fulfil accountability requirements, the Department analyses program outcomes, provides reports to donors and publishes analysis and evaluations to demonstrate the impact of funded programs, enabling program knowledge to be leveraged at scale by CARE Australia and others in the sector. It ensures CARE Australia-managed Country Offices are ready and able to respond to emergencies and humanitarian crises. The Department also works with relevant parts of the CARE International Confederation on program and policy issues.

About the Role

The Business Development Lead is responsible for strengthening CARE Australia's institutional funding performance by improving strategic positioning, leading high-quality proposal development, and embedding robust business development approaches across the organisation.

The role focuses on ensuring CARE is well-positioned to pursue priority funding opportunities, and that proposals are competitive, evidence-based, and aligned with donor expectations. Working with a high degree of autonomy, the Business Development Lead provides technical leadership, supports complex bids, and builds organisational capability in resource mobilisation.

Key Responsibilities

A. Strategic Leadership and Pipeline Oversight

- Provide strategic direction on donor engagement and funding approaches across Country Offices and partners
- Analyse donor trends and funding landscapes to inform strategic positioning and investment decisions

B. Leadership of Resource Mobilisation and Proposal Development

- In partnership with Country Offices or partners, lead or provide strategic oversight and design for complex, high-value, or priority funding proposals
- Support Country Offices to strengthen donor engagement and positioning strategies
- Ensure all proposals are high quality, competitive, and aligned with donor requirements and CARE's strategic priorities
- Provide direction on program design approaches, including consortia strategy, localisation, and value-for-money
- Oversee and continuously improve proposal development processes, tools, and templates

C. Systems, Quality Assurance and Continuous Improvement

- Ensure compliance with donor requirements and internal quality standards across all submissions
- Support proposal review and learning processes, ensuring lessons are captured and applied

- Drive improvements to systems, processes, and ways of working to increase efficiency and win rates

D. Cross-Organisational Leadership

- Work closely with Program & Partnerships, Humanitarian, and Finance teams to ensure integrated, high-quality proposals
- Facilitate coordination between Country Offices, partners, and CARE Member Partners

International Programs and Operations staff ensure all programs include appropriate CP/PSHEA risk management and mitigations to ensure the safety of program participants and communities. All IPO Team members play a critical role in regularly monitoring, reviewing and reporting on safeguarding concerns at Partner and Project level.

Behavioural Competencies

For further information refer to the [CA Competencies](#)

Communication

Effectively and appropriately interacts with others to build relationships, influence others, and facilitate the sharing of ideas and information. Uses tact, diplomacy and cross-cultural sensitivity to navigate difficult situations. Relays key messages by creating a compelling story, targeted to specific audiences with a global lens.

Relationship Building

Develops internal and external trusting and professional relationships. Purposefully develops networks to build value through collaboration.

Delivering Results

Delivers quality results on organizational goals and constituent expectations through thoughtful planning, decision making and following appropriate processes.

Inclusion

Contributes to an environment in which all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.

Dynamic Learning Mindset

Continuously seeks opportunities to learn, questions the applicability of past approaches in the current environment, owns growth, and embraces failure as a learning opportunity.

Key Selection Criteria

Qualifications

- Bachelor degree in International Development / Studies or equivalent experience preferred

Selection Criteria

- Extensive experience in institutional business development within the international development or humanitarian sector

- Demonstrated success leading and securing large-scale, complex funding proposals (e.g. DFAT or similar)
- Strong understanding of institutional donor requirements, funding mechanisms, and compliance
- Proven ability to lead complex processes and influence decision-making across multiple stakeholders
- Excellent strategic thinking, analytical, and problem-solving skills

Skills & Attributes

- Strong organisational and project management skills – able to work effectively across multi-disciplinary and cross-cultural teams to coordinate work and maintain progress
- Strong strategic judgement – able to assess opportunities, shape positioning, and make sound decisions in complex or uncertain contexts (e.g. Go/No-Go, bid direction)
- Advanced proposal development expertise – deep understanding of what makes a competitive proposal, including framing, structuring arguments, and aligning with donor expectations (particularly DFAT or similar)
- Strong positioning and influencing skills – able to shape thinking and gain buy-in across Country Offices, partners, and internal stakeholders without relying on formal authority
- Excellent written communication – able to produce and guide clear, compelling, and well-structured narrative under tight deadlines
- Facilitation and coordination skills – able to bring together diverse stakeholders, clarify roles, and drive progress across complex, multi-country or consortia bids
- Ability to work at pace under pressure – maintains quality and clarity while coordinating inputs from multiple stakeholders across locations and time zones, and managing competing priorities and tight submission timelines.
- Problem-solving and adaptability – able to navigate ambiguity, identify practical solutions, and adjust approaches as needed
- Coaching and mentoring capability – able to build the confidence and capability of others in proposal development and donor engagement
- Attention to detail and quality assurance – ensures submissions are coherent, compliant, and polished
- Collaborative and relationship-oriented – builds strong working relationships and contributes to a positive, solutions-focused team culture

Personal Accountability

- Compliance with CARE Australia values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- A commitment to CARE Australia Child Safeguarding in all aspects of the work we do
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people. to association with us.
- An understanding of and commitment to gender equality.

- Take reasonable care for your own health and safety, and health and safety of others (to the extent required) and promote a positive safety culture by contributing to health and safety consultation and communication.
- Attend/complete mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position

Further Requirements

- Police Check (International if required)
- Is this role identified as working with children -No
- Working with Children Check
- Misconduct Disclosure Scheme

Approved by
Director, International Programs and Operations
June, 2026