

Position Description

Position	Business Development Specialist
Tenure	Contract – 30 June 2027
Status	Part Time
Hours of Work	22.8
Award Classification	As per Social, Community, Home Care and Disability Services Award, Community Development Worker Level 7
Date Prepared	June 2026
Commencement Date	July 2026
Probation Period:	6 Months
Reports To	CEO

ORGANISATIONAL OVERVIEW:

Council on the Ageing (COTA Victoria) is the leading not-for-profit organisation representing the interests and rights of people aged over 50 in Victoria. For nearly 70 years in Victoria, we have led government, corporate and community thinking about the positive aspects of ageing.

COTA Victoria's strategic and operational focus is on promoting older age as a time of opportunities for personal growth, contribution and self-expression. We believe there are obvious National, State, community, family and individual benefits from this approach.

COTA Victoria has an experienced Board; highly qualified, permanent staff located in a central Melbourne office location; and a broad State membership and volunteer base.

The reason we exist:

- *We improve the lives of Victorians as they age: by championing the strengths, desires and decisions of older people.*
- *We believe that ageing is not a problem to be solved, but a powerful and natural phase of life to be lived with meaning, autonomy and connection.*
- *We work alongside older people to uphold their rights, amplify their voices, and ensure their full participation in the economic, social and cultural life of our communities.*

The impact we are aiming for:

- *Older Victorians are empowered to make decisions, shape their own futures, and live with purpose at every stage of later life.*
- *We envision a society that recognises the gifts of ageing — experience, wisdom, creativity, care — and places older people at its heart.*
- *Through our advocacy, services, partnerships and campaigns, we unlock the potential of ageing to enrich lives, strengthen communities, and create intergenerational value.*

What we're focusing on:

- *We influence*
- *We empower*
- *We amplify*

Organisational values:

- *Respect*
- *Diversity*
- *Collaboration*
- *Integrity*

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POSITION OBJECTIVE:

The position is a specialist function that reports directly to the CEO. The Business Development Specialist supports the work of the CEO in the identification and follow up of possible sources of funding for COTA Victoria, including Seniors Rights Victoria, and works across the organisation to assist staff to develop appropriate proposals. The role will focus on building the organisation's approach and foundations regarding funding opportunities, which involves developing and coordinating proposals and formal submissions, as well as leading COTA Victoria's efforts to develop corporate partnerships. The Business Development Specialist maintains an overview of upcoming funding opportunities and areas of work that would be appropriate, as well as maintaining a system to record and monitor efforts to engage funders.

RESPONSIBILITIES:

- Leading the development of processes and procedures related to grant proposal development and corporate partnerships.
- Leading the development of proposals and submissions for potential funders, including government, corporate and philanthropic bodies.
- Map government, corporate and philanthropic bodies who may be appropriate sources of funding for COTA Victoria and Seniors Rights Victoria and monitor new opportunities as they arise from these and other organisations.
- Lead engagement with potential corporate partners, including recording, monitoring and evaluating these efforts.
- Support delivery of strategic priorities related to funding and corporate partnerships.
- Work across the organisation to identify projects and funding opportunities that align with strategic and operational priorities and can be presented to funding agencies.
- Work across the organisation to inform the development of funding proposals and submissions with appropriate content and context from colleagues.
- Support managers in project design, presentation and grant writing including through editing proposals as they are being developed.
- Assist the CEO in governance duties related to funding, including but not limited to, minute-taking and document preparation.

KEY SELECTION CRITERIA:

Mandatory

- Previous experience working in non-government organisations, an understanding of the funding environment and/or previous success at obtaining grants/funding.

Professional

- Degree in Management, Community Development, Social Policy or other relevant area
- High level skills in the design of projects and formulation of grant proposals
- Knowledge of customer relationship systems
- An understanding of evaluation tools and application to impact measurement
- High level of written communication skills including report writing and plain English communication

Personal

- Commitment to the vision, mission and values of COTA Victoria
- A creative, efficient mind with an ability to suggest improvements

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- Ability to work cooperatively as part of the COTA Victoria staff and volunteer team to deliver the organisational outcomes as defined in the Strategic Plan
- Attention to detail and problem-solving skills
- Strong organisational and planning skills in a fast-paced environment

SPECIFIC RESTRICTIONS/CONDITIONS:

- Must be physically capable to carry out administrative duties, involving extended periods of VDU use;
- Must have current Victorian driver's license and be accepted for insurance coverage;
- Employment is subject to an ongoing satisfactory police check and other safety screening requirements.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Statement of accountabilities for this position (if relevant) is outlined within the organisations Delegation of Authority.

OTHER RELEVANT INFORMATION

Location: Level 1, 420 St Kilda Road, Melbourne

Other: Council on the Ageing has an Enterprise Bargaining Agreement (EBA) that covers all COTA employees: 3 years from 12th May 2021.

Salary Sacrifice: Available in accordance with Australian Taxation Office legislation and regulations, and in accordance with the Council on the Ageing's Policy and Procedure

Self-Referral: It is COTA policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.

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AUTHORISATION & ACCEPTANCE:

Employer Chief Executive Officer

Signature _____

Incumbent

Signature _____

Date _____