

Business Development Advisor

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Position Number	0383
Classification	Category 3 Enhanced
Section/Unit	International Programs / Quality and Impact Unit
Reports to	Business Development Manager
Location	Open, Melbourne or Sydney preferred
Employment Basis	24 months, maximum term contract
Hours of Work	35 hours per week
Date Last Reviewed	Aug 2026

Scope of Position

The role will work closely with the Business Development Manager to leverage greater impact through strategic institutional donor partnerships. The role will identify and lead on co-creating and responding to funding opportunities and be accountable for growing income and delivering against agreed income plans related to both grants/contracts acquired and pipeline value.

This position will focus on opportunities from multilateral and bilateral donors for funding Oxfam development, humanitarian and advocacy programs in line with Oxfam Australia's (OAU) Business Development strategies and plans.

The role works closely with Business Development leads with Oxfam country and regional teams and also partners; including advising on and brokering agreements between Oxfam International Affiliates, country/regional teams, institutional donors, INGOs and private sector actors such as managing contractors across all geographical and thematic areas of interest to Oxfam.

The role will work as a team with the Business Development Manager and in strong collaboration and with agreement of Oxfam Australia Partnership and Grants Leads and Thematic Advisors; the Philanthropic Partnerships team and with Oxfam country/regional

program and Business Development leads. It will also contribute to OAU and Oxfam International initiatives and communities of practice.

Key responsibilities:

Strategy and Planning, and Capacity Building

- In liaison with the Oxfam Regional platforms in Asia and the Pacific; and as a member of regional BD networks, support the development and implementation of regional and country Business Development strategies and planning processes, ensuring alignment with the global fundraising architecture and OAU's Home Donor account strategies, and OAU strategies and interests.
- Contribute to OAU's Business Development and Income plans, analyses and strategies, and information systems.
- Contribute to providing strategic advice, coaching and skills development (where appropriate) and support organisational development at country, regional and OAU levels, in order to build capacity of program staff in achieving consistent standards of excellence in Business Development.
- Contribute to the development and maintenance of OAU and OI information systems to share donor intelligence, learning and best practice on donor proposals, technical requirements, and other funding issues.

Program Design and Proposal Development

- In collaboration with relevant internal stakeholders, make evidence-based recommendations on the pursuit of funding opportunities (bid/no bid) that align with Oxfam strategic priorities, based on team capacity, office capability, and competitiveness.
- Support or lead (as assigned) on the development and design (including bid writing as required) of programs with country, regional or affiliate staff and other external stakeholders, ensuring alignment with Oxfam's strengths and priorities.
- Lead or coordinate bid processes and where assigned, hold direct accountability for ensuring submissions' completeness, quality, feasibility, and competitiveness. Ensure delivery of key agreed metrics in relation to grant/income acquisition which contribute to the organisational income targets.
- Contribute to ensuring that pipeline, grants acquisition and management policies, processes, tools, templates and resources are up-to-date, effective, efficient, and utilised, in support of strategy.

Engagement and Influencing

- Contribute to agency wide coordination and development of relations with relevant staff in DFAT, Australian Government Departments and other key institutional donors.
- Contribute to OAU and Oxfam International's Business Development policies, strategies and practices with focus on institutional income.
- Promote awareness of OAU BD policies and processes and Oxfam's value-addition among internal and external audiences.

Human Resources and Teamwork

- Contribute to the effective identification, recruitment and management of BD consultants; define expectations, provide leadership and support as needed.
- Effectively collaborate with key teams in Oxfam including fundraising (especially Philanthropy), Humanitarian, Partnerships and Grants, Finance and Quality and Impact to enable a collective and successful approach to business development.
- Contribute to a positive and inclusive team culture, fostering collaboration across Oxfam Australia.

Living our Values

Your strong commitment to Oxfam Australia's values will be essential in achieving desired results in all aspects of our work.

- **Equality:** We believe everyone must be treated fairly and have equitable access to rights and opportunities.
- **Empowerment:** We foster a culture of trust where everyone has the tools, information, and safety to make decisions, take ownership, and grow through learning — including from mistakes
- **Solidarity:** We collaborate across boundaries and sectors, guided by integrity and shared purpose, to promote human rights, advance justice, and work towards a just and sustainable world.
- **Inclusiveness:** Ensuring all perspectives are welcomed and valued and calling out exclusionary behaviours when they arise to foster a truly respectful and inclusive workplace.
- **Accountability:** We act with integrity and take responsibility for following through on our commitments — to each other, to our partners, and to the communities we serve
- **Courage:** We speak up, own our mistakes, and embrace bold, thoughtful action that addresses the root causes of problems and inequity to create meaningful change.

Technical Knowledge & Experience

- A successful track record in leading complex business development initiatives and project teams resulting in the securing and management of significant levels of funding from institutional donors, the private sector (including management consulting companies), trusts and foundations.
- Demonstrable experience in conceptualising and writing detailed, successful proposals to institutional donors, particularly those involving multiple actors and multiple countries.
- Practical, field-based experience particularly of working with country program teams in the development of high-quality program designs and proposals.
- Demonstrated experience in applying gender analysis to programming design and technical understanding in sectoral areas related to Oxfam's change goals including Climate Change/Resilience; Disaster Risk Management/Humanitarian Response; Gender Equality including Violence Against Women and Economic Empowerment; and Locally Led Development/Partnership Approaches.
- Knowledge of key development actors in the Asia-Pacific region (particularly DFAT, multilateral institutions, managing contractors) and understanding of key trends in official development assistance, policy and practice, and funding mechanisms.

Personal Skills & Attributes

Essential Skills

- Excellent cross-cultural communication, networking and presentation skills.
- High level networking and consultation skills.
- A collaborative approach to working with colleagues and other stakeholders.
- Strong analytical and research skills.
- Capacity to work under pressure; resilient and optimistic.
- Commitment to Oxfam's purpose, culture and ways of working.
- Flexibility in work undertaken in order to assist colleagues and the organisation.
- Proficient working knowledge of the Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) with a strong understanding of core functions.
- High degree of emotional intelligence and humility.
- Commitment to continuous learning.
- Sensitivity to cultural differences and gender issues and commitment to equal opportunity as a guiding principle.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Travel

International and domestic travel is a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and youth and recognises that it must meet community expectations and the trust placed in its staff and associated personnel to maintain the highest standards of conduct with children and youth. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and Social Media User Policy.

- This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).