

## **Position description**

<b>POSITION:</b>	Business Development Officer
<b>REPORTS TO:</b>	Operations Manager
<b>AWARD:</b>	Education Services (Post-Secondary Education) Award 2010.
<b>HOURS:</b>	Fixed-term 6-month contract (up to 20 hours per week) with option to renew.

### **POSITION CONTEXT**

Adult Learning Australia (ALA) is the national peak body for adult and community education (ACE). ALA is a not-for-profit entity with both organisational and individual members in all states and territories who reflect the diversity of adult and community education.

Adult Learning Australia's vision is for lifelong and lifewide learning for all Australians. Lifelong learning is learning throughout the adult years via the formal education system, in workplaces and through community participation.

Lifewide learning is developing the skills and knowledge required to engage in meaningful work; to participate fully as a citizen in a vibrant democracy; to live in harmony in a diverse, multicultural and rapidly changing society and to manage one's health and personal wellbeing, particularly in the senior years.

This is an outstanding opportunity to make a real difference working in the NFP adult learning sector and an exciting time to identify and engage with supporters and potential funders for ALA.

### **POSITION PURPOSE AND FUNCTION**

The Business Development Officer is responsible for generating new and sustainable business opportunities for ALA and its newly formed Foundation. The successful candidate will have an understanding of the opportunities and challenges within the not for profit sector. They will also be able to demonstrate a successful track record in:

- negotiating and influencing business outcomes
- identifying new markets and emerging trends
- developing a suite of appropriate funding opportunities
- recommending new products and services
- cultivating new strategic partnerships.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Analysing and identifying opportunities within existing revenue streams
- Identifying new business opportunities
- Building strategic networks and relationships
- Evaluating and developing new membership opportunities
- Providing recommendations and strategies to achieve revenue goals
- Identifying and winning new business, in conjunction with the senior management team.

## **SELECTION CRITERIA**

The position requires a self-motivated individual with business acumen and the ability to manage and oversee multiple tasks simultaneously and to give high attention to detail. To be successful in this role you must have:

### **Other knowledge and skills**

- Effective communication and interpersonal skills
- Proven marketing experience
- Excellent collaboration skills
- Strong negotiation and persuasion skills (both written and verbal)
- Strong research and strategic analysis skills
- Mature, flexible, honest and reliable attitude
- Knowledge and experience with proposal writing and institutional donors

### **Qualifications and experience**

- Minimum of two years' experience within the business development field
- Previous experience with non-profit fundraising/marketing .

## **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are based on the Education Services (Post-Secondary Education) Award 2010 and National Employment Standards (NES).