

Position Description

Manager, Business Development



Leaders in Disability Support

Position:	Manager, Business Development
Team:	Executive
Remuneration:	\$120,000 (pro-rata)
Employment Type:	Permanent Part-Time
Hours:	30.4 hours per week (0.8 Full Time Equivalent)
Location:	Frankston (with significant flexibility for remote working) <i>From time to time the incumbent may be requested to work from, or be based at, other MiLife-Victoria sites</i>
Reports to:	Chief Executive Officer
Effective Date:	August 2022

Overview

At MiLife-Victoria, we're passionate about the impact our services have in improving the lives of people in the community. But we can do more to improve our reach, impact and diversity of supports offered. We're seeking a qualified Manager, Business Development to extend our reach and impact through expert discovery and exploration of new and untapped opportunities and relationships. Our ideal candidate will be trusted to dive right in, take the lead, use initiative, and help build new service models that help provide the community with the support they need for life. Highly skilled at stakeholder management and service design, this person will join and inspire a team of like-minded go-getters to achieve our vision and purpose.

MiLife-Victoria is dynamic and offers a friendly workplace, attractive hybrid working environment and the opportunity to have a positive impact on the local community and the disability sector. For thirty years, the organisation has been contributing to the local community with a budget of approximately \$5M and a staffing group of approximately 100. MiLife-Victoria is evolving and is driven to be at the forefront of holistic, whole of life care in the community. This is a unique opportunity to develop local solutions to complex problems as well as be part of cutting edge, innovative models of support and care in the disability sector.

Position Objective

The Manager, Business Development's role is to advise the Chief Executive Officer (CEO) and other members of the Executive on business development opportunities that support this goal including:

- new models of support/organic expansion
- diversification opportunities; and
- business acquisitions/expansions.

The BDM's understanding of MiLife-Victoria, its clients, stakeholders and competitors is critical to forming insight for MiLife-Victoria's decision-making to pursue long-term organisational value. The BDM works closely with the CEO to explore and discover new opportunities and relationships and build tangible service models which bring to life and

tangibly execute new ideas to meet community need. The BDM collaborates with the Executive and other organisational leaders to design, develop, test and support implementation of these innovations and initiatives.

In addition, the BDM is responsible for overseeing organisation's marketing strategy as well as operational oversight, performance and outcomes of MiLife-Victoria's current Social Enterprise portfolio.

Key Responsibilities

Key responsibilities include but are not limited to:

- Collaborate with the CEO and Executive to identify new markets, understand client need and research emerging evidence-based care models to inform new business opportunities and develop cutting edge models of care.
- Support industry trend and customer driver monitoring and evaluation and meet regularly with management and Board stakeholders to discuss strategy.
- Monitor organisational funding and tender opportunities and deliver high quality, successful funding submissions in consultation and collaboration with client services and other relevant stakeholders.
- Support the CEO to develop proposals and presentations for new business opportunities to create and nurture opportunities and partnerships.
- In collaboration with the CEO, lead the Executive and the Board through the organisation's strategic planning and reporting cycles.
- Conduct business analysis functions to develop project scope and plans, manage the project, update stakeholders and undertake review tasks.
- Positively represent the organisation in all stakeholder interactions and project development; including design review, facilitation and participation, as needed.
- Oversee successful development and execution of the organisation's Marketing and Fundraising Strategies.
- Provide operational oversight of MiLife-Victoria's Social Enterprises to ensure that all targets are met and MiLife-Victoria delivers high quality products and services to achieve the organisation's vision, purpose and objectives.
- Manage a small team of staff responsible for delivering the organisation's Social Enterprises and executing the MiLife-Victoria's Marketing and Fundraising Strategies.
- Contribute to a strong workplace culture which supports creativity, innovation and effective working partnerships.
- Take reasonable care for one's own health and safety and for that of others in the workplace by working in accordance with legislative requirements and MiLife-Victoria's occupational health and safety (OHS) policies and procedures.

Key Selection Criteria

1. Demonstrated experience as a Business Development Specialist and/or Business Analyst.
2. Strong systems and human-centred design skills with experience in or transferrable to the social/community sector.
3. Highly collaborative and strengths-focussed stakeholder management skills with a strong ability to partner in developing service innovations.
4. Proficiency with data analysis, forecasting, and budgeting.
5. Highly developed interpersonal communication skills and the ability to interact positively with a wide range of people from diverse backgrounds.
6. In-depth attention to detail concerning all aspects of the development process and financial impact.
7. Advanced information technology skills in a Microsoft Office environment.

8. Strong solution-focused and problem-solving mindset.
9. Excellent organisation, task management, planning and prioritisation skills.
10. Proven ability to prioritise, plan and manage resources within a dynamic environment while maintaining the ability to respond flexibly to meet changing needs and deadlines.
11. Ability to work autonomously with self-direction, exercising initiative, discretion and judgement, while contributing effectively to a team.
12. Demonstrated resilience and positivity and ability to manage ambiguity in a changing environment.

Tertiary qualifications in business or management will be highly regarded.

Additional Information

- MiLife-Victoria is a disability support organisation that values, respects, and listens to people with a disability
- All offers of employment are subject to a satisfactory NDIS Safety Screening and Working with Children Check. This role involves frequent outreach. As such, it is essential that employees hold a current Driver's Licence.
- MiLife-Victoria offers generous salary packaging benefits.
- All offers of employment at MiLife-Victoria are subject to a six-month probationary period.
- MiLife-Victoria is committed to providing a safe, healthy and friendly working environment
- MiLife-Victoria prides itself on being flexible and family-friendly wherever possible for the mutual benefit of employees and the organisation.
- MiLife-Victoria expects all employees and volunteers to understand and behave in line with the organisation's purpose, values and code of conduct.