

## Position Description

### The Role

Title:	<b>Business Development Advisor</b>
Purpose Statement:	The Business Development Advisor develops and diversifies funding opportunities to drive strategic objectives and organisational growth for SANE, by preparing tenders, grant applications and funding proposals.
Team:	Communications and Engagement
Reports to:	TBA
Direct reports:	Nil
Location:	Melbourne
Employment Status:	Full time with PT – 12 month fixed term contract

### Key Functions:

- Support SANE to develop significant and ongoing relationships with government and non-government stakeholders to grow funding at SANE Australia.
- Identify and consider funding opportunities for SANE Australia
- Develop and execute plans to prepare compete for these funding opportunities;
- Tender and proposal preparation and submission; including partnering with Service Delivery, Finance and People and Culture
- Contributing to the SANE Australia's external representation and internal business development efforts

In this role, your responsibilities include:

- Identify and track relevant upcoming funding opportunities – through advance information gathering, developing partner relationships, and other available resources
- Support preparation for, and attend meetings and visits to prepare for upcoming funding opportunities.
- Manage actions proposal preparations and bid planning including: teaming, bid strategy, development, oversight of and contribution to technical design, drafting management and other sections of the proposal
- Represent SANE Australia's business development interests at relevant meetings, events, and briefings.
- Seek, capture and manage feedback on proposals, tenders and submissions to inform ongoing continuous quality improvement.

## Essential Selection Criteria:

### Qualifications

- Tertiary degree in Mental health, Business Administration, Public Health, Social or Community services, or a field relevant to SANE Australia's programs is strongly preferred.

### Skills and experience

- Excellent conceptual development and writing skills, strong ability to communicate within a tender or proposal context.
- A minimum of 3 years experience in successful proposal development for Australian Government and other institutional donors, including pre-solicitation preparation.
- Experience with Australian government and State / Local Government tendering is required; substantive relevant experience in proposal development for other funders may be considered within the minimum years of experience sought.
- Ability to coordinate multiple projects simultaneously, work well under pressure, meet deadlines and strong attention to detail.
- Confidence working collaboratively with Finance, People and culture to develop models, bids and tenders
- Excellent interpersonal skills with a proven ability to build collaborative relationships with multiple stakeholders