

**Position Description**  
**BUSINESS DEVELOPMENT MANAGER**

**1. OVERVIEW**

<b>Position</b>	Business Development Manager
<b>Employment status:</b>	This position is part-time, subject to ongoing funding. An initial six-month probationary period will be a part of the offer of employment and employment contract.
<b>Accountability:</b>	The position reports to the Chief Executive Officer
<b>Remuneration:</b>	Commensurate with responsibilities of the position and experience of the successful candidate. Generous terms and conditions including access to the benefits of salary packaging
<b>Location:</b>	The position is based at LiverWELL, 15 Gracie Street, North Melbourne, or other arrangements as agreed.

**2. ORGANISATIONAL ENVIRONMENT**

LiverWELL (incorporating Hepatitis Victoria) is the peak not-for-profit community-based organisation for people affected by, or at risk of, viral hepatitis and liver disease. It is governed by an independent Board of Directors with the Chief Executive Officer and staff performing day to day duties.

LiverWELL works to:

- Raise awareness of liver disease and prevent the transmission and impact of viral hepatitis
- Increase access and referral to quality information, care, treatment and support.
- Provide leadership and coordination for the community response to viral hepatitis and liver disease
- Offer a number of programmes for individuals and organisations that promote well-being, educate and increase the capacity of others to respond
- Influence the government, media and other agencies in relation to a stronger response to the challenges of viral hepatitis and liver disease in our community.

The organisation strives to address the needs of priority populations affected by viral hepatitis and liver disease including:

- Culturally and linguistically diverse communities
- Aboriginal and Torres Strait Islander people
- People who inject drugs
- People in custodial or post custodial settings
- People at risk of acquiring liver disease
- People needing increased access to management and care for liver disease

To achieve this LiverWELL collaborates with a wide range of stakeholders including researchers, clinicians, public health entities, community and health services providers, government, and community organisations. Throughout we are driven by and seek to represent the voice of people with lived experience of liver disease.

### 3. OUR VISION AND VALUES

#### OUR VALUES

Better liver health for Victorians, free from hepatitis and stigma.

#### OUR VALUES

- *Respect*: we respect all people affected by liver disease, promoting dignity and challenging stigma and discrimination
- *Inclusion*: we seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work
- *Collaboration*: we work in partnership with those affected by liver disease and with others who share our values and aim
- *Impact*: we strive for maximum impact, building on evidence, being innovative and driving change to achieve better liver health

### 4. POSITION CONTEXT

Liver health is the ignored health crisis. In Australia, 6 million people are at risk and 1,400 die of liver cancer every year, the fastest growing cause of cancer death. It has a direct cost to the economy of approximately \$50.7 billion per year.

LiverWELL delivers a range of hepatitis education, community awareness, advocacy, training and workforce development programmes for key priority groups traditionally within the Victorian community. These programmes have been developed to reduce the risk of hepatitis, and to increase awareness of and support for people living with viral hepatitis and liver disease. The organisation is in a growth mode and is also seeking to integrate clinical support services underpinned by solid clinical governance to our offering nationally.

The Business Development Manager will work closely with the Chief Executive Officer and the Manager – Clinical and Programs to secure funding and build functional relationships to position LiverWELL to achieve our strategic vision in relation to Hepatitis and liver health.

This position will have a focus on building a strong pipeline of opportunities for LiverWELL and converting those opportunities into secure funding agreements that support the organisations growth and ability to support people with Hepatitis and liver disease.

### 5. KEY RESPONSIBILITY AREAS

#### Growth and Funding

This role is responsible for identifying and managing the tender and grant response process to secure funding and act as the primary contact when applying for external tenders and grants in alignment with strategic priorities. This includes grant writing, undertaking submissions, tracking submissions and the acquittal processes to meet funder and legislative requirements.

This will also include:

- Driving the organisation's understanding and response to funder trends and challenges.
- Managing and providing guidance on identifying projects and activities that are relevant to the interests of funders.
- Building and maintaining the tender library
- Preparing and submitting quality tender and grant submissions on time
- Converting opportunities into funded contracts – with a strong success rate

- Researching, proactively identifying and communicating opportunities for collaborations and partnerships that will position the CEO and Board to strategically progress organisational objectives in terms of liver disease
- Creating awareness of LiverWELL amongst potential donors, funders and supporters.
- Liaising with appropriate staff to ensure an integrated approach to communications to maximise the profile and positioning of LiverWELL
- Achieving growth targets

## **Pipeline Management**

- Manage the opportunity pipeline through the organisations CRM to identify and nurture opportunities through to conversion
- Map target markets and build relationships to support the successful conversion of opportunities
- Co-ordinate with the Manager – Clinical and Operations to validate opportunities and secure appropriate resources (equipment and staffing).
- Report on the opportunity pipeline and conversions.

## **Collaboration**

- Drive networks and partnerships to enable holistic solution development
- Initiate and attend key events to maximise opportunities.
- Work closely with the Communications team to drive new opportunities and initiatives.

## **Systems**

- Build systems to support the Business development process within the existing CRM
- Capture business development data in the CRM and analyse the data to inform and drive business development activity.

## **Teamwork**

- Take actions, make decisions and shape priorities that reflect the organisation's vision and values and abide by operational policies
- Attend and participate in regular general and specialist staff meetings
- Contribute to LiverWELL publications and web and social media platforms
- Act to promote a friendly culture, good morale and co-operation within the team
- Undertake other duties as agreed.

## **General**

- Carry out general administrative tasks in support of the role
- At all times maintain confidentiality of information about members, staff, volunteers, service users and other personnel.

## 6. KEY SELECTION CRITERIA

### Essential

- Demonstrated experience in a Business Development or sales role
- Demonstrated success preparing and winning tender responses or grant applications
- Experience in building and maintaining successful working relationships with a range of key stakeholders including government, research bodies, health services, philanthropic trusts and other funding agencies
- Demonstrated experience providing authoritative and expert advice, analysis and reports to senior management
- Demonstrated capacity to work on multiple opportunities at the same time successfully.
- Demonstrated leadership and partnership skills to successfully engage in collaborative decision making and practical, sustainable solutions
- Exceptional verbal communication, public presentation and interpersonal skills aiding your ability to develop credibility and trust with stakeholders

### Desirable

- Demonstrated understanding of current fundraising trends, techniques and challenges and a proven track record of responding to these
- Experience of, or capacity to develop an understanding of the implications of living with viral hepatitis and liver disease
- A current driver's licence valid for the State of Victoria

## 7. GENERAL INFORMATION

- LiverWELL is committed to cultural diversity in the workplace and is an equal opportunity employer. People affected by viral hepatitis, Aboriginal and Torres Strait Island people, people from a culturally and linguistically diverse background and people with experience working with those communities are encouraged to apply
- A vehicle will be made available for work related duties as required
- Regular performance reviews will be conducted using mutually established performance indicators.