

## BUSINESS DEVELOPMENT MANAGER

<b>Position:</b>	Business Development Manager
<b>Reports to:</b>	CEO
<b>Supervises:</b>	Training Officer, Events and Fundraising Officer, Volunteer Coordinator
<b>Remuneration:</b>	SACS WA Level 7.1 + salary packaging
<b>Hours of work:</b>	Full time
<b>Position term:</b>	1 year contract
<b>Location:</b>	West Perth

### About Living Proud

Living Proud is a peer organisation and was founded over 50 years ago as the Campaign Against Moral Persecution WA (CAMP WA), Australia's first gay and lesbian rights movement. While advocating for the decriminalisation of homosexuality, CAMP WA established a telephone support line, 'Phone a Friend,' which evolved into the service now known as Living Proud.

Today, Living Proud is the WA partner of the QLife national LGBTIQ+SB telephone and web chat peer-support service. In addition to QLife, Living Proud delivers health and wellbeing initiatives, family and domestic violence support, community capacity-building programs, and training programs. We strive to improve the health and wellbeing of lesbian, gay, bi+, transgender, intersex, queer, and other diverse people. More information can be found on our website: [www.livingproud.org.au/](http://www.livingproud.org.au/).

### Position overview

The Business Development Manager is responsible for driving the financial growth and sustainability of Living Proud through strategic grants, fundraising, partnerships, fee-for-service propositions and capacity-building initiatives. This role will oversee key revenue generating areas including training development and delivery, events and fundraising, volunteer coordination, memberships and grants and tenders. The successful candidate will play a pivotal role in enhancing Living Proud's impact by expanding training programs, securing funding, growing revenue and strengthening stakeholder relationships. They will lead a

dedicated team and work collaboratively with internal and external partners to ensure the organisation continues to support the LGBTIQA+ community effectively.

### About the successful candidate

The ideal candidate is a strategic thinker with a passion for community development and social impact. They will have a proven track record in securing funding and building partnerships, as well as experience in managing teams and coordinating programs. The successful candidate will be highly organised, proactive, and adaptable, with excellent communication skills and a commitment to supporting the LGBTIQA+ community. They will be confident in networking, negotiation, and stakeholder engagement, and will bring creativity and innovation to fundraising, income growth and business development initiatives. They will also have a strong ability to develop, expand, and oversee training programs that promote inclusion and diversity, and ideally have experience with CRM systems such as Salesforce to support program management and stakeholder engagement.

### Key responsibilities

#### *Key tasks, objectives and responsibilities*

<b>Strategic Business Development</b>	<ul style="list-style-type: none"> <li>• Identify and develop funding opportunities, partnerships, and revenue-generating initiatives.</li> <li>• Lead the preparation of high-quality proposals and tender submissions.</li> <li>• Cultivate relationships with key stakeholders, donors, and corporate partners.</li> </ul>
<b>Training and Capacity Building</b>	<ul style="list-style-type: none"> <li>• Oversee the training team to ensure the effective delivery of relevant LGBTIQA+SB training.</li> <li>• Develop and implement strategies to expand training programs, increase the client base and reach new markets.</li> <li>• Lead the development and continuous improvement of training materials and programs to ensure high-quality and impactful delivery.</li> <li>• Explore opportunities for new fee-for-service offerings that align with organisational goals and community needs.</li> </ul>
<b>Events and Fundraising</b>	<ul style="list-style-type: none"> <li>• Oversee the planning and execution of fundraising campaigns, donor engagement, and events.</li> <li>• Develop and implement sponsorship and donation strategies to increase revenue streams.</li> </ul>
<b>Memberships</b>	<ul style="list-style-type: none"> <li>• Develop and implement a new Living Proud membership strategy.</li> <li>• Explore opportunities to drive membership growth through a valued membership proposition.</li> </ul>

<b>Volunteer Coordination</b>	<ul style="list-style-type: none"> <li>• Support the Volunteer Coordinator in recruitment, training, and retention of volunteers.</li> <li>• Ensure best practices in volunteer engagement and management.</li> </ul>
<b>Grants and Tender Management</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with funding agreements and timely reporting to funding bodies.</li> <li>• Research and pursue new grant opportunities aligned with organisational priorities.</li> </ul>
<b>Organisational Leadership and Governance</b>	<ul style="list-style-type: none"> <li>• Contribute to the strategic planning and growth of Living Proud.</li> <li>• Ensure alignment of business development activities with the organisation's mission and values.</li> <li>• Work closely with the senior leadership team and contribute to a positive and respectful culture in line with organisational values.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Develop and maintains respectful and professional relationships with relevant agencies and LGBTIQ+SB community groups.</li> <li>• Represent the organisation at events including public speaking.</li> <li>• Actively contribute to the positive public profile of Living Proud.</li> </ul>
<b>Financial Management and Reporting</b>	<ul style="list-style-type: none"> <li>• Provide reports and data as required for management, Board and funding bodies.</li> </ul>

## Selection criteria

### *Essential*

- Identify as part of the lesbian, gay, bisexual, transgender, gender diverse, Intersex, asexual communities (LGBTIQ+SB) [Living Proud has an exemption under Equal Employment].
- Demonstrated knowledge and/or experience (including lived experience) of issues affecting LGBTIQ+SB people, including through an anti-racist and intersectional lens.
- Demonstrated experience in business development, grant writing, and/or revenue generation within the not-for-profit sector.
- Experience in developing and implementing training programs, including instructional design and curriculum development.
- Experience in fundraising, managing volunteers, or event management.
- Strong leadership and team management experience skills.
- Excellent written and verbal communication skills, including proposal writing.
- Experience in developing and maintaining collaborative partnerships and stakeholder or client relationships.

- Strong project management and organisational skills.
- Ability to work independently and as part of a team.
- Tertiary qualification in business, community development, nonprofit management, or a related field (or equivalent experience).

*Desirable Criteria:*

- Experience using Salesforce or similar CRM systems for donor management, stakeholder engagement, and program tracking.
- Additional qualifications or certifications in training and development.
- Confident public speaking and presentation style.

**Required Compliance Documents**

- Current drivers' license
- Working with Children Check
- National Police Certificate