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**Position Description: Business Development Manager**

**Reports to** CEO

**Purpose** Working collaboratively with the CEO and Board this role is responsible for contribution to the long-term financial sustainability of the organisation.

**Duties and Responsibilities**

* Add value to the strategic direction of AAA, develop business plans, funding and income generation strategy, policy and procedure.
* Provide high-level support to the CEO to manage funding and partnership activity, including: developing funding applications and submissions, managing contracts and agreements, providing accurate and timely reporting and acquittal.
* Manage and develop partnerships with funding bodies including government agencies, private and public companies and individuals, with the aim to diversify income streams and secure funding for identified programs.
* Maintain current knowledge of potential funding and partnership sources relevant to organisation and identify opportunities in a timely manner
* Network with relevant stakeholders, promote and represent AAA at relevant external meetings, forums, seminars and conferences.
* Deliver and enhance operational and administrative tasks, keep accurate records and report regularly on progress towards funding goals and financial targets.
* Work collaboratively with AAA team members, actively participate in AAA meetings and cross-functional working groups as required.
* Assist CEO and staff in other organisational and program activities as required, including membership management and event organisation.

**Skills and Experience**

**Essential**

* Experience or qualifications in business development or similar role with a proven track-record for reaching funding goals and financial targets.
* Entrepreneurial mindset and ability to identify potential business opportunities and partnerships, and generate innovative funding strategies.
* Capacity to negotiate agreements and maintain collaborative working relationships with key stakeholders.
* Experience in writing and securing funding applications and submissions, including developing budgets, reporting on outcomes, and acquittal.
* Ability to conduct research and analysis and use the information to prepare written reports, identify prospects, and inform sponsorship proposals or funding applications**.**
* Demonstrated project management skills, capacity to work independently and reach milestones and deadlines.
* Highly-developed written and oral communication skills, including the ability to write clear and accurate reports as well as to present effectively to industry and government audiences
* Computer literacy, including Microsoft Office Suite, online records management systems such as Dropbox; meeting apps such as Skype and Zoom

**Desirable**

* Bachelor degree in Business or Commerce, Arts Management or equivalent.
* Experience and an understanding of the in the Arts and Culture setting, preferably with artists with disability.
* Lived experience of disability is considered an advantage in this role.

**Additional requirements**

* Appointment to this position is subject to a National Police Clearance.
* Capacity to work remotely, this position requires working from home or other suitable office space.
* Independent travel /capability to travel as required.