

Mental Health Foundation (ACT)

Position Description

Position Title	Business Development Manager
Reports to	CEO
Roles Reporting to the role	Operations Supervisor; Counsellor
Key Relationships	Corporate Services Manager; Finance Manager
Location	Chifley, Remote
Terms	Full Time Permanent

Objectives of this Position

This position will oversee all operational activities of MHF, secure new business opportunities and expand existing services across the ACT and region, working closely with the CEO, management team and other staff.

Qualifications and Skills

Non-Negotiable Qualifications and Skills

- Tertiary qualifications in business development or similar field

Experience

Non-Negotiable Experience

- Five years demonstrated experience building not for profit organisations
- Demonstrated experience writing and executing grant and tender opportunities

Nice to have Experience

- A working understanding of NDIS
- An established network within the ACT Mental Health sector

Main Responsibilities

- Through the operational staff team, manage all operations of MHF
 - Responsible for delivering all operational targets
 - Responsible for maintaining and developing a professional staff team
 - Responsible for effective intake and risk assessment of new clients
 - Responsible for effective allocation of operational staff to meet operational needs
 - Responsible for ensuring the Client Management System is accurate and activities are reviewed and approved for processing

- In conjunction with the CEO, develop, implement, maintain and evaluate a business development plan for MHF
- Seek business growth opportunities throughout the region
- Develop grant and tender proposals as required
 - Roll out, oversee and acquit successful grants and tenders
- Build and maintain an awareness in the local communities and with key stakeholders of the positive contribution that MHF makes to the community, including the website and social media
- Submit reports detailing program outcomes and administrative compliance each month or as directed by the CEO
- Participate in the preparation of the annual program budgets, and actively monitor program expenditure in monthly financial statements to ensure all service delivery, essential equipment and consumable purchases, projects and events are within budgetary resources.

Conditions

- All employees of MHF, whether paid or unpaid are required to abide by MHF's Code of Conduct
- All employees of MHF, whether paid or unpaid are required to hold a current ACT Working with Vulnerable People Card with a NDIS Worker Screening check

Acknowledgement

I, <Name> acknowledge that I have read and understand the contents of this Position Description and:

- Confirm I have the relevant qualifications, skills and experience set out as non-negotiables
- Confirm I have read the MHF Code of Conduct and agree to abide with its content

Name

Signature

Date