



Job Title: Business Development Manager

Organisation: IDEAS (Information on Disability Education and Awareness Services)

Location: Remote

Position Details:

- **Type:** 12-month contract
- **Reports to:** Board of Directors
- **Direct Reports:** None
- **Hours of Work:** Negotiable

About IDEAS: IDEAS is a not-for-profit organisation dedicated to providing information and awareness about services for people with disabilities. We are committed to empowering individuals with disabilities and fostering an inclusive society.

Job Description:

The Business Development Manager will be responsible for leading the organization out of its dormant state and driving its mission of rights-based support for individuals with disabilities. The ideal candidate will have a strong background in technology, sales, and marketing, and will use these skills to enhance our brand and performance.

Position Stakeholders:

- **Internal:** Board of Directors; contractors
- **External:** People with congenital, acquired and age-related disability, their families, carers, and supporters; community service providers; government organisations (including a government officials and elected representatives); non-government organisations (including leaders of corporate and philanthropic organisations); representatives of suppliers and service providers; consumer advocacy organisations; and other relevant stakeholders.

Key Responsibilities:

1. **Strategic Leadership with a strong focus on business development:** Develop and implement a strategic plan to guide the organisation, revitalise its operations, and achieve its mission and objectives.
2. **Community Relations and Advocacy:** Champion the rights and needs of individuals with disability, and work to influence policy and societal change.
3. **Brand Development:** Enhance the organisation's brand, increase its visibility, and position it as a leader in the field of disability information and awareness.
4. **Performance Management:** Monitor the organisation's performance, ensure the achievement of strategic objectives, and report to the Board of Directors.
5. **Technology Integration:** Leverage technology to improve the delivery of information and services, and to reach a wider audience.
6. **Sales and Marketing:** Develop and implement effective sales and marketing strategies to increase awareness and generate revenue.



7. **Financial Planning and Management:** Work with relevant external contractors and the Board to prepare a comprehensive budget and secure adequate funding for the operation of the organisation.
8. **Risk Management:** Identify and evaluate the risks to the organisation and its stakeholders and implement measures to control and/or mitigate them.

Critical Skills:

1. **Technology:** Proficiency in using technology to improve organisational efficiency, reach and impact. This includes understanding the potential of digital tools and platforms in delivering services and information to the disability sector.
2. **Sales and Marketing:** Ability to develop and implement effective sales and marketing strategies. This includes understanding the unique challenges of marketing in the not-for-profit sector and leveraging relationships with donors, volunteers and the community.
3. **Leadership:** Strong leadership skills to guide the organisation through challenging times. This includes the ability to inspire, motivate, manage, change, resource and drive the organisation towards its mission.
4. **Financial Management:** Strong financial management skills to navigate the organisation through financial challenges.
5. **Communication:** Excellent communication skills to effectively convey the organisation's mission and needs to stakeholders, the public and the media.

Qualifications:

- Proven experience as a CEO or in a similar leadership role, preferably but not necessarily in the not-for-profit sector.
- Strong understanding of corporate finance and performance management principles.
- Familiarity with diverse business functions such as marketing, public relations, financial planning and human resources.
- In-depth knowledge of corporate governance and general management best practices.
- An entrepreneurial mindset with outstanding organisational and leadership skills.
- Excellent communication and public speaking skills.
- Degree in Business Administration or equivalent; MSc/MBA is a plus.

How to Apply:

Interested candidates are invited to submit their application, including a cover letter and resume, to hr@ideas.org.au. For further information, email mgr@ideas.org.au in the first instance.