



POSITION DESCRIPTION

Job Title: Business Development Manager

Reports to: Strategic Partnership Director

Remote / Work from Home, Full Time

ABOUT US

Conservation Volunteers Australia has been the nation's leading nature volunteer representative organisation for everyday Australians the past 40 years. CVA's core purpose is to reconnect Australians with nature through meaningful volunteering in urban and regional centres across the country, while making real contributions to national conservation efforts, enhancing the physical and mental well-being of communities, and promoting practical connections to our unique natural heritage.

With 1 million days of actions for nature, 20 million trees planted, and more than 100 threatened species protected over 40 years. Our easy and attractive opportunities help everyone take action for nature easily.

By 2026, we will have built a community of 1 million people acting for nature, engaging people at our year-round opportunities to volunteer and help nature on land, ocean, coastal areas, and inland waters. We also enable digital 'at home' activities for everyone to ensure we act on the scale of the environmental needs, such as Nature Blocks™ and our At Home Sea to Source waste audit.

Our partners benefit from measurable actions for impacts through our vibrant, integrated, data-based engagement approach, creating meaningful, lasting change for nature and externally; they are recognised for their contribution via our planned and agreed communications and promotion work.

CVA is a purpose-driven charity with a strong track record and is trusted by corporate businesses such as Bupa Foundation, Aon, Alinta Energy, AGL, and the Australian Federal Government and numerous others.

We are a close-knit, hardworking team who share the love of nature, impact enabled by income, and doing good. We are a remote workplace headquartered in Melbourne, and our staff work all over Australia, taking action for nature. We offer great opportunities to grow and learn new skills within our organisation.

THE ROLE

CVA is seeking a skilled Business Development Manager who can hit the ground running and is passionate about making a difference. This role best suits someone who can use their warm, passionate, and authentic nature to build and maintain strong partnerships with corporations across Australia. You will be confident and able to pick up the phone to a prospect or connect creatively in communications that solicit meetings and eventually lead to us scaling our impacts.

There is a preference for someone with at least 3 - 5 years of relevant business development experience, with proven experience managing the full sales cycle from prospecting to closing. Experience in an account management or client service-based role will also be looked upon favourably.

This role works closely with the Strategic Partnerships Director but has co-workers across Government Policy and the Leaders for Nature Forum and Project Managers of our millions of our actions for nature activities across Australia, so the ability to work collaboratively is necessary.

You will be in the driving seat to inspire future partners and prospects about the impact they can have in the communities where they live and work. We can't wait to meet you.

The amazing opportunity with CVA is the way in which all our work intersects on the most important social and environmental issues in Australia and makes them matter to you and me – climate, environment, biodiversity and marine health. We work with everyday folk - whether that be for members of a local football team, a church group, or a bunch of school kids - you can get involved and improve your health and wellbeing and that of the community at large and have fun whilst connecting and taking action for nature.

This role is designed to unlock income but with a clear, laser-sharp focus on the right income that can unlock sizeable impacts on our mission and purpose.

A day in the life of a Business Development Manager might look like this, but every day can be different. Primarily, you will be responsible for:

- Identifying new prospects while monitoring and maintaining an active pipeline of prospective corporates
- Using your creativity and opportunistic approach to develop mutually beneficial partnerships – calling, approaching and thinking cleverly about making a meeting happen.
- Preparing prospect research briefs, delivering pitch proposals, and establishing new business meetings
- Working closely with internal and external stakeholders to ensure new partnerships are aligned with business priorities
- Ensuing a seamless handover of new business to the Partnership team
- Preparing regular and timely financial tracking and reporting

It takes a special kind of person to be our Business Development Manager. Our successful candidate will bring the following:

- Tertiary qualifications in relevant discipline or transferrable skills in a similar or related role
- Solid experience working in fundraising, business development and corporate partnerships in the NFP sector
- Proven experience pitching and presenting to senior managers and C-suite stakeholders
- Outstanding communication and presentation skills, both verbal and written
- Strong relationship-building and networking skills
- Strong ability to collaborate, negotiate, and influence at all levels of the organisation
- Outstanding writing skills and experience developing pitches, proposals, and presentations

You'll understand what matters to your prospects and the opportunities emerging for CVA in the impact space.

YOU WILL BE RESPONSIBLE FOR:

- Managing a pipeline of B2B leads from prospect to close
- Being part of executing the strategy set for partnerships
- Meeting agreed business development and income targets
- Your fast follow of opportunities as identified from events and networking by team members will be essential
- Driving business development and the sales plan to grow our income.
- Working cross-functionally with the communications team on necessary tools and techniques to generate new business leads and increase the prospect base. You will also be working with the delivery and operations team (our on the ground environment experts) to assess leads and respond to enquiries.
- Utilising standard business credentials documents and supporting materials for fast efficient responses
- Identifying and establish business opportunities and new viable income streams
- Managing processes for maintaining records in Salesforce our CRM system, and setting up effective reporting

THE FOLLOWING WILL BE LOOKED UPON FAVOURABLY:

- Experience in sales, account management, client service, or fundraising.
- Experience using Salesforce.

RESPONSIBILITIES

- Follow leads and convert opportunities, working collaboratively with all stakeholders to ensure effective relationships and communication at all times

- Effectively maintain major corporate partners' portfolio of prospects, continuously nurturing and growing relationships and maximising engagement and income opportunities
- Research to identify potential partners, follow warm leads and convert opportunities into successful, mutually beneficial partnerships
- Contribute to ideas and concepts to be offered to potential sponsors
- Build new business, partnerships, and relationships with lapsed and prospective corporates - via phone, email and face-to-face
- Tailor proposal documents and present to large groups both to sell and communicate CVA's role in the community.

CULTURE

- You will be always on the right track with your ethical moral compass and you care about how you and CVA are perceived - you will care about the reputation of CVA and the partners we work alongside to scale our work
- The team are sociable, fun and extremely hardworking. They are passionate and driven to reach fundraising targets to continue to grow and deliver the much-needed services they provide to nature and people's health and wellbeing.
- If you exude warmth, possess the highest standards of professionalism and are passionate about developing truly engaging business partnerships with a genuine interest in making a difference, we want to hear from you!
- We love people who connect passion with purpose

Administration/Other

- Provide reports to the Strategic Partnerships Director
- Update the CRM system and website, ensuring confidentiality of data
- Regular reporting in line with Standard Operating Procedures
- General office administration duties
- Other duties as directed.

All CV Employees

- Maintain a strong focus on Workplace Health and Safety and actively provide leadership to ensure all operations maintain a strong safety culture
- Increase community awareness of our organisation and its impacts through the promotion of CVA's purpose and our Campaigns and projects
- Work in accordance with CVA Policies & Procedures and the Employee Code of Conduct
- Actively contribute to maintaining team morale and motivation
- Respond within approved procedures in the case of an accident or emergency
- Exhibit high standards of professional and personal behaviour.

YOUR SKILLS & ATTRIBUTES

- Experience in developing successful corporate and/or government relationships
- Well-developed communication skills, both written and verbal, and an aptitude for public speaking
- Excellent computer skills
- A passion for conservation and the environment
- An enthusiastic individual possessing a mature approach and the style, stature, leadership and diplomacy required to work effectively with senior staff, volunteers and corporate partners

KEY PERFORMANCE INDICATORS

- New Business meetings taking place
- Quality of the pipeline
- Reports and proposals are written and submitted in a timely manner
- New high-value partnerships secured
- Stakeholder appraisal results (internal and external) are positive
- Salesforce is used to report on partnership status, including opportunities, target performance and relationships with existing partners

KEY SELECTION CRITERIA

The Business Development Manager must be able to demonstrate:

- Relevant sales experience, with proven experience managing the full sales cycle from prospecting to close.
- Experience in account management or client service.
- Understanding of the needs and environment of the charity and NFP sectors in Australia and New Zealand.
- Strong communication skills and etiquette, including building rapport with leads and clients.
- Excellent writing skills and experience executing new business communications and proposals.
- Goal-orientated and comfortable working with KPIs and sales targets.
- Experience working both independently and in a team-oriented, collaborative environment.
- Ability to think creatively and lead product development projects.
- Strong organisational skills and attention to detail.
- Demonstrated ability to work effectively under pressure to meet deadlines.
- Upbeat attitude and flexibility to take on new tasks.
- Competence in current office systems for word processing, spreadsheets and databases.
- Empathy with the mission and goals of the not-for-profit sector, its objectives, opportunities, and limitations.
- Alignment with the values and mission of CVA and a commitment to its growth.
- Must be target-driven with a passion for sales and achieving growth targets
- Exceptional time management skills with multiple projects simultaneously
- Highly professional and articulate, with a genuine passion for the organisation
- Fantastic people and communication skills

RESPONSIBILITY & ACCOUNTABILITY

The Business Development Manager is directly accountable to the Strategic Partnerships Director.

FINANCIAL DELEGATION AUTHORITY

The Business Development Manager will have a Grade 5 financial delegation in the Strategic Partnerships Team.

WORKING CONDITIONS

The position will require travel to project locations.

Some out-of-hours work is expected in this role, with Time Off In Lieu (TOIL) available to be taken in accordance with the TOIL policy.

In addition to the starting salary, 11% superannuation and 17.5% annual leave loading. A mobile telephone may also be provided for business purposes.

OUR COMMITMENT TO CHILD SAFETY

Our organisation is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. Our organisation is committed to preventing child abuse, identifying risks early and removing and reducing these risks. Our organisation has robust human resources and recruitment practices for all staff. Our organisation is committed to regularly training and educating our staff on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.