



Koorana Child and Family Services

Role Description

Position Title: Opportunities and Relationships Manager

Reporting Relationship: General Manager - Corporate Services

1. Position Purpose

The Opportunities and Relationships Manager is responsible for identifying, analysing and recommending new business opportunities to the Executive Management Team that will increase client/customer reach, increase supporter engagement, improve revenue, enhance partnerships and/or improve operational efficiencies.

The position will have a particular focus on researching and pursuing grant and other funding opportunities, especially from philanthropic institutions and government agencies.

2. Organisational context of the position

Koorana is committed to delivering high quality early childhood education, intervention and family support services that acknowledge and respect all individuals.

Koorana's management structure positions the organisation for ongoing growth and development. The Board of Directors is responsible for governance and is legally responsible for Koorana's outputs. A Chief Executive Officer is employed to manage the strategic directions of the organisation and to broadly oversee the efficiency of the organisation's major functions.

There are two executive management positions to support the CEO, General Manager – Corporate Services and General Manager – Client Services. The General Manager Corporate Services is supported by the Opportunities and Relationships Manager in generating new funding and strategic partnerships to grow Koorana's influence.

3. Position Responsibilities

3.1 Business Development and Growth

- In partnership with the General Manager Corporate Services actively identify growth opportunities for Koorana which are aligned to Koorana's values, strategic plan and business targets.

- Brief the CEO and Executive Management Team on strategic opportunities, including key assumptions and risk mitigation plans.
- Lead, in partnership with the Executive Management Team, the development of project briefs and service proposals which describe scope, deliverables, high level solution options and operational requirements.

3.2 Grants and Tenders

- In consultation with the Executive Management Team, develop a grants program and schedule that supports Koorana's funding needs in to the future.
- Prepare tender and funding applications and/or in person proposals in consultation with relevant content specialists in Koorana. To include project deliverables, financial analysis, risk management and competitor analysis.
- Identify project/business risks and develop mitigation strategies and communicate as required.
- Develop the necessary relationships and engage with grant makers to achieve better and more sustained outcomes for Koorana.
- Oversee the execution, monitoring and reporting (to be completed by service managers) of funded projects and represent Koorana to funding bodies and other external stakeholders as required.

3.3 Partnerships

- In partnership with the General Manager Corporate Services identify partnership opportunities for Koorana which are aligned to Koorana's values, strategic plan and business targets.
- Brief the CEO and Executive Management Team on recommended strategic partnerships opportunities, including the services and customers that would be supported, the benefits and risks and appropriate negotiation process.
- Nurture and maintain partnership relationships in collaboration with the Executive Management Team and other internal stakeholders.

3.4 Influence Organisational Strategic Capability

- Support organisational strategic alignment, so that projects and services meet Koorana's values, strategic goals and business performance goals.
- Support a culture of successful project delivery through effective planning and management strategies.

- Establish, develop and manage effective working relationships between internal and external stakeholders.
- Develop a Decision Management Tool that will assist the CEO and Board in considering new business opportunities. This tool should incorporate the key areas of value alignment, mission focus, strategic alignment, market positioning, financial sustainability, risk profile and resource and infrastructure implications.

4. Key Selection Criteria

4.1 Qualifications

- Relevant Tertiary Qualifications

4.2 Experience and Skills

- Fundraising experience in 'For Purpose' organisations, particularly in the Children and Family Services and Disability sectors.
- Demonstrated business development skills, with a strong analytical focus and proven track record in identifying and articulating business opportunities.
- Proven ability in the preparation of successful tender and grant submissions, with some exposure to major gifts.
- Proven ability to develop, foster and manage relationships with a range of stakeholders.
- Demonstrated end-to-end project management experience with strong knowledge in project management methodologies.
- Outcomes focused leadership, with experience in delivering positive project outcomes and engaging stakeholders.
- Strong interpersonal, written and verbal communication skills.
- Proficiency with Microsoft Office computer applications.

4.3 Personal Attributes

- Respect for the philosophy and values held by Koorana.
- Demonstrated ability to work in a culturally diverse community.

- Ability to handle sensitive material, demonstrate a high level of confidentiality, and operate with integrity and honesty.
- Demonstrated high work ethic, strong time management and organisational skills.
- Ability to exercise good judgement within the context of high risk matters and understand key business drivers.
- Current Driver's License and access to a comprehensively insured vehicle.
- Membership of the relevant professional body/organisation
- Willingness to attend internal/external training as appropriate and participate in a professional development and review process

5. Confidentiality

All operations of Koorana Child and Family Services including client, program and administrative information is confidential and is not to be disclosed to any person at any time. This restriction on disclosure of confidential information continues to apply in the event of employment with Koorana ceasing.