

## Business Development Manager

**Position Title:** Business Development Manager  
**Reporting To:** Head of Finance and Administration  
*(Also supports Chief Executive and Head of Property and Projects)*  
**Location:** Nelson  
**Date:** September 2021



Role Purpose	
<p>The Habitat for Humanity Nelson (HfHN) Business Development Manager will be responsible to the Head of Finance and Administration to assist with the management of the programmes and projects of the Nelson Affiliate.</p> <p>Habitat for Humanity Nelson is a not-for-profit organisation with Christian values. The focus will be on developing the organisation's external income streams to increase programmatic reach and impact. The role will also assist in assessing the feasibility, development and operationalising of new high impact programmes and initiatives to achieve our mission of ensuring that everyone in our community has a decent place to live</p>	
Responsibilities	
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Research funding opportunities, develop and maintain a funders database</li> <li>• Develop and maintain relationships with funding organisations and individuals</li> <li>• Oversee all aspects of the funding application process, eg: go/no-go meetings, application submission, etc</li> <li>• Lead the exploration and, where feasible, development of new funding initiatives, eg: sponsorship packages, Regular Givers Programme, etc</li> <li>• Prepare regular (bi-monthly) funding reports for the HfHN Board</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Lead all aspects of marketing for fundraising purposes</li> <li>• Develop relationship and strategies for increasing the Habitat Hub brand including rental for Hub meeting spaces, (Mosaic Room, Boardroom, The Buzz Room, Consult Room and hot-desk stations)</li> </ul>
<b>New Initiatives</b>	<p>In consultation with and the support of the Senior Leadership Team:</p> <ul style="list-style-type: none"> <li>• Assess the feasibility of potential new programme initiatives for the Affiliate</li> <li>• Develop business cases, outlines and propose structures for new programmes</li> <li>• Assist in the creation of development plans for new programmes</li> <li>• Operationalise new programme/income generating initiatives, eg: Ora Hou – Home Repair Programme, Healthy Homes Initiative, House-parts/Construction Waste programme, etc</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Develop and maintain a funding tracker to ensure all funding compliance requirements are addressed in a timely fashion</li> <li>• Ensure all relevant details regarding Funding, Marketing and New Initiatives are kept up to date in HfHN's all relevant databases, eg: Salesforce</li> </ul>
<b>Communication and Relationship Development</b>	<ul style="list-style-type: none"> <li>• Ensure that HfHN and its mission are consistently presented with integrity in a strong, positive manner to all audiences, (staff, volunteers, funders, etc)</li> <li>• Liaise and work with the Chief Executive and other Affiliate staff as relevant to develop income streams and assist in the development and implementation of new initiatives</li> <li>• Maintain and build good working relationships with partner families, tenants, staff, volunteers and contractors</li> </ul>

	<ul style="list-style-type: none"> <li>● Management reporting under guidance from the Chief Executive and Senior Leadership Team (SLT)</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>● Accept responsibility by actively participating and demonstrating a commitment to own personal health and safety and that of others</li> <li>● Ensure HFH health and safety policies and procedures are complied with at all times</li> <li>● Ensure hazards are reported and recommendations made to eliminate, isolate or minimise exposure to such hazards</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● This position description is a basis for duties, but does not encompass all events or scenarios and may be varied from time to time in consultation with the employee</li> </ul>
<b>Hours of Work</b>	<ul style="list-style-type: none"> <li>● This is a permanent part time position of 30 hours per week. Hours of work are between Monday and Friday inclusive, to be determined by mutual agreement.</li> </ul>
<b>Key Relationships</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>● Chief Executive and Senior Leadership Team</li> <li>● Other Affiliate staff</li> <li>● Partner families, social housing tenants and HfHN volunteers</li> <li>● HfHN Board and relevant Affiliate sub-committees</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>● Public and private funding institutions (Central and local authorities, trusts, individuals, etc)</li> <li>● Peer agencies</li> <li>● Community organisations and churches</li> <li>● Local businesses and donors</li> </ul>
<b>Preferred Qualifications, Experience and Skills</b>	
<ul style="list-style-type: none"> <li>● A true passion and dedication to Habitat for Humanity's mission and values – helping to create a world where everyone has a decent place to live</li> <li>● Significant experience in fundraising and project management</li> <li>● Relevant tertiary qualifications</li> <li>● A high level of operational, financial and people management capability</li> <li>● Excellent people skills with the ability to motivate partner families, tenants, staff and contractors, deal with all issues that may arise including queries, complaints and problem solving</li> <li>● A high level of initiative with effective time management and excellent organisational skills</li> <li>● An understanding of and commitment to the principles of Te Tiriti O Waitangi, and the needs of Tangata Whenua, Pacific Island communities and other minority groups</li> <li>● A thorough understanding of Non-Government Organisations and the not for profit sector</li> <li>● Experience working as a volunteer, or with volunteers</li> <li>● A high level of computer literacy including a good working knowledge of Microsoft Office products and relevant building related software</li> <li>● A full driver's licence</li> </ul>	