



Director of Business Development Position Description

POSITION:	Director of Business Development
RESPONSIBLE TO:	Principal/CEO
REPORTS TO:	Principal/CEO

About Sheldon College

Committed to its basic philosophy of **Love, Laughter and Learning**, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting in Taylor Road Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits.

About the Role

The Director of Business Development is a new role and will be an integral position within the College Executive. The Director will be responsible for the following activities: working with the College Executive and the College Boards to identify medium and long-term business development strategies; leadership of the strategic business units within the College; the development and implementation of a philanthropy strategy; and, in conjunction with the Director of Marketing, the expansion of community and stakeholder partnerships that align with the vision of Sheldon College.

This position will lead philanthropic fundraising activities, and provide planning support for the Sheldon College Foundation and the Alumni body. The Director is charged with exploring, building and securing ongoing revenue growth and new business opportunities for Sheldon College.

The role will report directly to the Principal/CEO and will be charged with responsibility for growing revenue from the strategic business units, developing new business lines, and establishing and growing philanthropic activity. The role must leverage a return on the College assets in order to reinvest in improved educational facilities and outcomes for students.

Duties and Responsibilities

The duties performed by the Director of Business Development will include the following:

- Lead the development of strategic plans for the strategic business units and fundraising vehicles, including the Foundation.
- Work with various units and departments throughout Sheldon College to improve revenue, engagement and partnership outcomes.
- Achieve strategic business unit financial targets by preparing annual budgets and tracking cost/benefit outcomes in an appropriate time frame.
- Develop and maintain key internal relationships throughout the College, particularly with line managers and their staff to improve revenue, engagement and partnership outcomes.
- Undertake performance reviews and invest in management and people capability in all areas of responsibility.
- Develop an increasingly productive 'culture of giving' throughout the Sheldon College community.



- Develop, build and maintain key external relationships for Sheldon College to assist with achieving agreed strategic outcomes. These include
 - Foundation Directors, Past Alumni, 1997 Foundation Parents, Past Parents, Current Parents, Government (Local, State and Federal), Service Clubs (Rotary, Lions etc.), Redland City businesses, Chambers of Commerce.
- Collaborate with the Principal/CEO, Executive and the Director of Marketing to identify, develop and execute appropriate international opportunities, particularly in the Asia-Pacific region.
- Collaborate with the Principal/CEO and the Director of Marketing and Communications, to develop strategies to leverage the Sheldon College brand.
- Assist the Director of Marketing and Communications, develop and deliver effective content and collateral for the fundraising program and initiatives that will promote Sheldon College.
- Collaborate with the Director of Marketing to develop proposals for sponsorship.

Selection Criteria

- Proven track record of success in an educational business development role, with demonstrated ability to identify, establish and maintain key strategic relationships.
- Experience and success in fundraising and philanthropic strategy development.
- Excellent oral and written communication skills with experience of writing and presenting proposals.
- Team player, keen to work with internal/external team members to develop outstanding results for the College.
- Experience of developing and managing budgets and business unit performance.
- Good personal and time management skills with the ability to prioritise workload in a busy and, at times, high pressure multi-faceted team environment.

Conditions of Employment

- **Remuneration:**
An attractive remuneration package will be negotiated with the successful applicant in consideration of their relevant industry qualifications, experience and expertise.
- **Leave:**
Sick leave, annual leave and long service leave conditions will be in accordance with the Sheldon College Corporate Staff Contractual Agreement.
- **Corporate Uniform:**
All employees are required to wear Corporate uniform.
- **Working with Children:**
The position is subject to the issue of a positive notice from the Commission for Children and Young People and Child Guardian (Blue Card).

Applications

Applications close on Friday 29 September and should address the Selection Criteria, and must include contact details for two referees. Applications are to be sent to:

The Principal/CEO
Sheldon College
P O Box 1188
Capalaba Qld 4157

or via email at: recruitment@sheldoncollege.com