

Coordinator, Commercial Enterprise Business Development

Position Description

Directorate:	Commercial Enterprise, Fundraising and Communications
Reports to:	Commercial Enterprise Manager
Direct reports:	Nil
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Support the development and implementation of new and innovative projects in social or commercial enterprises that align with the Society's values and mission.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Commercial Enterprise, Fundraising and Communications Directorate. The teams within the directorate and their functions are:

Fundraising: this team is responsible for state-wide corporate partnerships, community fundraising and events; major gifts and philanthropy; gifts in wills and estates; direct marketing and appeals; and fundraising development.

Communications and Marketing: this team is responsible for state-wide brand and creative services; internal and external communications; issue management; marketing; digital communications and digital fundraising.

Retail and Logistics: this team is responsible for state-wide retail service delivery; logistics and supply chain network; and retail projects.

Commercial Enterprises: this team is responsible for state-wide recycling and sustainability initiatives; Container Deposit Scheme (CDS); and new commercial enterprises.

Accountabilities and responsibilities

The Commercial Enterprise Business Development Coordinator will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Coordinate the delivery of innovative commercial projects that diversify income generation and promote environmental sustainability.
- Actively promote the expansion of Commercial Enterprise's existing business units.
- Research and respond to needs of new markets, including the identification and monitoring of competitors.
- Assist with engaging external and internal stakeholders coordinating meetings and stakeholder information.
- Support the Commercial Enterprise Manager to actively support a culture of social entrepreneurship and commercial innovation.
- Contribute to the development and implementation of operational structures and systems to support the launch of new commercial and social enterprises with a particular focus on circular economy.
- Ensure a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Actively participate in the planning and development of new funding models by working collaboratively with other teams in the Commercial Enterprise, Fundraising and Communications directorate.
- Contribute to the delivery of innovative commercial projects that diversify income generation and promote environmental sustainability.
- Contribute to work that enables an increased surplus growth at 10% from all commercial activities year on year.
- Identify industry best practices and evaluate appropriateness for implementation.
- Coordinate and contribute towards continuous improvements by developing internal data systems and reporting.
- Support the work of the directorate in developing relevant contacts including government departments, local businesses and industry.
- Establish productive working relationships with private sector organisations, government agencies and industry bodies.

Key working relationships

In addition to the Director, Commercial Enterprises and their direct reports, the Commercial Enterprise Business Development Coordinator will foster close working relationships with:

- Director, Retail and Logistics (Commercial Enterprise, Fundraising and Communications);
- Manager, State-wide Logistics (Commercial Enterprise, Fundraising and Communications);
- Director, Communications and Marketing (Commercial Enterprise, Fundraising and

- Communications);
- Regional Directors (Membership, Volunteers and Regional Operations.)

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 2) Support others to engage with, and adapt to change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualification/s and/or experience in business, marketing or equivalent/associated discipline related to the role.
- Established experience in social and commercial enterprise service design.
- Sound business acumen demonstrated through innovation and enterprises.
- Demonstrated entrepreneurial success and ability to identify and act on market opportunities.
- Demonstrated ability and expertise in project and operational management to oversee effective implementation of initiatives.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- Highly developed understanding of current issues facing the social enterprise sector and not for profit industry.
- NSW driver licence.
- Ability to travel across NSW.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.