**POSITION DESCRIPTION**

**Council for International Development**

**Position:** **Business Development & Member Engagement (Manager)**

**Reports to:** Director, Council for International Development

**Scope of Responsibility:** Engage with existing members (e.g. oversight of training, events, workshops). Lead on business development, and scoping new partnerships and collaborations, plus identification of new members, supporters or funders to increase CID’s influence. Identify emerging issues and opportunities for CID to increase its value to members (for example how to measure impact and encourage localisation); lead on business planning and reporting (e.g. to MFAT and CID Board). Support the Executive Director to identify diverse funding sources; to grow CID’s span of influence and connection with key stakeholders; and to connect CID members with international good practice, data and research. Contribute to public awareness campaigns to increase the understanding of New Zealand’s aid and development work.

**Functional Relationships:** **CID Executive Director**

**CID Staff**

**CID Members**

**MFAT**

**Key stakeholders** (for example, ACFID, PIANGO, Pacific diaspora communities; as well as businesses, social enterprises, and academia active in development and/or developing countries)

**Other government departments** (for example, Ministry for Pacific Peoples, NZDF, Ministry of Health etc)

**Hours of Work:** The position is full-time (40 hours/week)

**PURPOSE OF ROLE:**

This is a key lead role in a small team, working closely with the Executive Director. It’s core purpose is to engage with members and key stakeholders, and maintain oversight of the training and events on offer to members; and to support CID to broaden its influence and to identify and build new partnerships with other development actors, including New Zealand businesses and social enterprises active in developing countries, academia and other government departments. The development of these partnerships will encourage increased collaboration and synergies across sectors, potentially diversify CID’s funding, and result in optimised development impact. The role will also lead in the drafting and implementation of the CID Annual Survey of the Sector and contribute to public awareness campaigns to increase the understanding of New Zealand’s aid and development work. The role includes business planning and reporting (to MFAT and the CID Board).

It also contributes to the CID website and weekly e-newsletter as required and assists with other collective activities in the CID office (for example the CID Annual Conference).

**KEY RESULT AREAS**

1. **Member engagement** Identification and oversight of a number of training/events/workshops per year. Leadership and development of content of events and capacity strengthening events, and oversight of logistics to make them happen
2. **Business development** Develop a Business Growth plan to identify new partnerships and potential members, as well as potential new funding sources for CID. Seeking and securing partners beyond INGOs, to increase impact, and assist with diversification of funds
3. **Diversification of funds and sponsorship** Develop strategies for funding development and seek sponsorship as required for events
4. **Innovation and thought leadership** For example of strategic concepts and directions for the sector, including identifying new business models; encouraging localisation, particularly in the Pacific; and exploring ways to measure impact. Offering thought leadership and identifying topics for research/surveys. Leading in the data collection and analysis of the CID Annual Survey of the Sector.
5. **Support for CID work** Alongside the CID team, work to plan and coordinate the CID Conference and AGM as an opportunity to strengthen members and enrich the sector. Contribute to the CID weekly e-newsletter, and the CID website. Support other activities of the CID office staff when required.

**ESSENTIAL COMPETENCIES AND SKILLS REQUIRED**

* **International Development Experience** – A number of years’ experience working in senior roles in International Development, or government. Demonstrates passion. Is familiar with breadth and depth of the sector, current themes, topics, agenda.
* **Leadership Skills** – has ability to own events and make things happen and support others to work towards a goal. Capable of self-management but also able to work positively within a small team
* **Organisational and planning Skills** – organised and can get things done. Experience in business planning and reporting against plans and strategies. Can plan ahead and think methodically, and juggle several ideas, concepts, events at a time
* **Private sector experience** – Is familiar, and can communicate effectively, with private sector.
* **Communication Skills** – can communicate effectively with wide range of stakeholders, e.g. members, Board, private sector, new potential members. Can write well in a range of styles, e.g. report writing, sponsorship material, proposals, etc
* **Team Player** – works well in a small team and values all team member contributions and efforts
* **Maturity** – demonstrates mature attitude and approach to problem solving
* **Problem Solving** – is logical and confident in problem solving techniques
* **Supportive** – Is willing to support team-members and help get things done
* **Experience in Membership Organisations** or in managing multi-agency processes
* **Highly proficient in computer systems** such as Word, Excel, PowerPoint, Survey applications etc.
* **A commitment to the Treaty of Waitangi.**