



Four Wheel Drive NSW & ACT

Position Description: BUSINESS DEVELOPMENT MANAGER

Role:

The role is to assist the Association Executive with projects and initiatives designed to benefit Association members. This will include promoting awareness and raising the profile of 4WDiving as a recreation and providing input to decisions affecting access, vehicle regulations and 4WDiving generally. The position will work closely with external organizations, Executive team members and member clubs.

Duties:

- develop relationships at a senior level with external organizations. These will include NPWS, NSW State Forests, NSW Dept of Lands, RTA, etc as well as industry organizations and suppliers. Success in relation to this duty will be reflected in increased special access arrangements for affiliated Clubs and tangible arrangements with industry suppliers including advertising/promotions
- research and preparation of a wide range of reports, proposals, press releases and communications to external bodies and to members.
- propose & develop funding initiatives to assist with the operations of the Association. Within this responsibility, develop a potential range of Club/Club Member benefits, which also provide an income stream for the Association.
- assist with the organization and promotion of events
- undertake or oversee projects at the request of the Executive

Reports to:

The Chairman, through the Executive.

Notes:

The initial appointment to this position will be for a period of 6 months, subject to satisfactory performance, and will operate on a part time basis averaging 5 days per fortnight with flexibility within this range to adapt the hours to suit the individual and the requirements of the position.

It is also intended that this position be self funded within 6 months or be able to demonstrate a clear set of actions which will deliver that outcome within 12 months whilst also providing tangible benefits to members.

The position will be subject to regular performance review. Expansion of the role or continuation beyond the initial 6 month period will be dependent on the success of the funding initiatives developed.