

## GENERAL MANAGER ENGAGEMENT

### POSITION DESCRIPTION

Position title:	General Manager Engagement
Department:	Marketing/Communication/Volunteer Management
Reporting to:	CEO
Current Position Holder:	New role
Direct Reports:	Senior Manager Volunteers NAB Partnership Manager Business Development Officer Communication Officer Mobilisation Lead
Key Relationships	Internal <ul style="list-style-type: none"><li>• General Manager Programs</li><li>• Program Directors</li><li>• Director Corporate Services</li></ul> External <ul style="list-style-type: none"><li>• Government: Local, State/National government</li><li>• Corporate partners</li><li>• Community stakeholders</li><li>• Skilled business and corporate volunteers</li></ul>

### PURPOSE OF THE ROLE

The General Manager will work closely with the CEO as a member of the ABV lead team, focusing on engaging volunteers and corporate and government partners to position ABV well with our key stakeholders.

The General Manager will work closely with the CEO to ensure that ABV's Marketing and Communication Strategy positions ABV as a thought leader for community led development, community led recovery and resilience across Asia Pacific and within Australia, focusing on strengthening communities through business.

The General Manager will be responsible for overseeing ABV's volunteer program, communication activities, and Corporate Skilled Volunteering programs. The position will collaborate with the CEO and General Manager Programs to maintain and build ABV's key stakeholder relationships to ensure growth. Identifying new program and partnership opportunities in collaboration with ABV's Leadership team will be an integral part of this role.

The General Manager will be accountable for leading the strategic development of ABV's programs and partnerships enhancing ABV's voice and leadership in the development sector, locally and globally.

The position will ensure that the engagement of ABV's existing, potential and future volunteers and corporate and government partners is consistently excellent, with the General Manager consistently apply critical and strategic thinking and analysis across all partnerships and initiatives.

### THE WAY WE WORK

ABV values collaboration and sharing of technical skills, experience and learning as imperative to the delivery of consistent, quality outcomes across all programs and partnerships.

The following principles guide the way we work together across the team.

### **Initiative**

We take a strategic lead in working with communities, partners and other stakeholders. We use our initiative to make decisions and drive action.

### **Innovation**

We are energetic and inquisitive. We are hungry to learn new things, engage with our community and do things differently. We explore innovative ideas and test our assumptions.

### **Implementation**

We deliver with care and attention to detail. Our systems and our way of doing the work hits our KPIs and builds capacity and capability.

### **Impact**

We make a difference in everything we do. We look for ways to amplify our impact. Our monitoring and evaluation systems provide transparency and accountability for communities, funders, partners and stakeholders.

## **KEY RESPONSIBILITIES & ACCOUNTABILITIES**

- Oversight of ABV's volunteer program, communication activities, and Corporate Skilled Volunteering programs
- In collaboration with the CEO and General Manager Programs, manage key stakeholder relationships
- Oversight of ABV's volunteer life cycle journey including engagement, recruitment, training and management
- Support the CEO in new corporate partnership acquisition
- Management of Senior Managers and Program Directors responsible for implementation
- Oversight of innovation in volunteering, corporate partnerships and communication
- Manage external stakeholder relationships and ABV's profile in the corporate social responsibility
- Identifying new program and partnership opportunities in collaboration with the CEO
- Achieve revenue targets as agreed with the CEO
- Collaborate with the team to develop and deliver communication strategies that support campaign activities and effectively promote the organisation.
- Manage ABV's marketing and communication strategy

### **Monitoring, Evaluation and Learning.**

- Work in compliance with the ABV Monitoring, Evaluation, Learning (MEL) Framework.
- Provide relevant data, analysis and reporting to support ABV's evaluation reporting.

### **Other**

- Any other business requirements as identified by the CEO

## **SELECTION CRITERIA**

### **Essential Requirements**

- Formal qualifications in a relevant field e.g., community or international development, social work or similar.

- Proven skills, knowledge, qualifications and extensive experience in program and project design, implementation and management, particularly in the not-for-profit sector and/or international development sector.
- Proven skills and experience in partnership brokering and management; with acute business acumen and understanding of organisational issues and challenges.
- Demonstrated experience in leading, managing and developing small teams of staff, with a commitment to mentoring and capability building.
- Excellent interpersonal, persuasive, and oral and written communication skills with the ability to achieve buy-in from all stakeholders and achieve agreed outcomes.
- Excellent stakeholder relationship building and management with extensive experience across a range of sectors and contexts.
- Able to work effectively at all levels in an organisation as a team player, working collaboratively and supporting others to achieve.
- Comfortable working online and competent in use of online collaboration and project management tools.
- Able to work remotely from manager, independently with a high degree of autonomy.
- Able to work flexible working hours from time to time to meet the needs of the business'
- Able to travel both domestically and internationally to meet role requirements.
- Experience working cross culturally
- Financial acumen in not for profit management

#### **Desired requirements**

- Experience working in a corporate social responsibility function

#### **How to apply:**

**If you are interested in this role, please email [staffrecruitment@abv.org.au](mailto:staffrecruitment@abv.org.au) with an updated CV and Cover Letter addressing the selection criteria.**