



Development Manager – Individual Programs

Position Description	
Job Title:	Development Manager (Individual Programs)
Purpose:	<p>This is a key role in a small but growing organisation, with responsibility to grow Seed’s programs for individual changemakers, helping them become a redemptive influence in society.</p> <p>This role will work closely with Seed’s Programs Manager (Individual Programs) to develop and improve Seed’s programs for individual changemakers, and with Seed’s Director, Programs & Consulting and Communications & Marketing Manager to achieve growth targets for the programs in the portfolio.</p>
Reports to:	Director, Programs & Consulting
Key Relationships:	<p>Internal: Director Programs & Consulting, CEO, Programs Manager, Coaches, Communications & Marketing Manager</p> <p>External: Facilitators, Church leaders, Alumni, Clients</p>
Supervises:	Volunteers Growers/Facilitators
Position Type	This is a long-term contract position. Initial contract runs until 31 Dec 2023 with potential for extension upon review.
Hours per Week:	This is a full-time position. (Note: Applications are welcome from people with the requisite experience, wishing to work part-time. Minimum load considered is 0.6 FTE)
Remuneration Level:	To be determined
Location:	The Seed office is based in Crows Nest, NSW. Flexibility to negotiate WFH arrangements.
Main Activities	
<p>Business Development/Sales</p> <ul style="list-style-type: none"> • Work with the Director, Programs & Consulting and Seed team to identify strategic priorities to grow Seed’s work amongst individual changemakers • Develop and execute development/sales/recruitment strategies to grow offerings and achieve KPI’s, working closely with Communications & Marketing Manager to design and execute the strategy • Lead Seed’s efforts to identify volunteer Growers (i.e. those who invest in the formation of others for Redemptive Influence), and equip/support them to facilitate programs in churches, geographical areas or industries • Support CEO and Operations Lead in the design and execution of targeted fundraising strategies for Seed’s volunteer led programs <p>Relationship Management</p>	



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- Identify and develop partnerships with churches who are seeking to grow Christians for Redemptive Influence in society
- Manage the ongoing relationship with partners to maximise both partner outcomes and Seed outcomes, encouraging Christians in partner communities to consider being financial and prayer supporters (“Sowers”) and Growers
- Support the execution of Seed’s strategy to encourage alumni to consider becoming Sowers and Growers

Program/Product Development & Delivery

- Collaborate with the Programs Manager to:
 - Design program outlines and proposed content in line with strategic parameters, guiding principles, intended outcomes.
 - Manage the effective delivery of programs/products for individual changemakers (Seed’s Changemaker Communities, Coaching and other products), ensuring participant/partner outcomes are met
 - Establish criteria for quality assurance for each program and continuously improve programs/products
- Work with Seed’s Impact Lead to design evaluation processes for all programs, and ensure continuous improvement of offerings based on performance data

Further activities

- At times additional activities may be delegated to this role, and on occasion you will be required to support delivery to Seed’s consulting clients.

Employment Criteria

Knowledge	<ul style="list-style-type: none"> • 3+ years experience in Christian formation and/or innovation/design • Strong understanding and/or experience in the design and implementation of training programs • Strong understanding of the Australian churches landscape (required) and global churches landscape (desirable) • Deep understanding of theology – particularly whole-of-life discipleship
Ability	<ul style="list-style-type: none"> • Excellent marketing and relationship management skills • Strategic thinker • Excellent communication skills, both written and verbal • Develop and sustain networks and/or collaborative communities • Excellent facilitator of learning/formation processes • Excellent organizational and time management skills
Skills	<ul style="list-style-type: none"> • Demonstrated capacity to scale or grow a product or service • Demonstrated capacity to inspire others to participate in a cause or movement • Demonstrated capacity to mobilise and lead a team of volunteers



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	<ul style="list-style-type: none">• Experience in design and/or training resource development (desirable)• Demonstrated experience using a Customer Relationship Management system (essential)• Experience using a Learning Management System desirable)
Education and Training	<ul style="list-style-type: none">• Tertiary qualifications in a relevant field (design, business, theology, development, sociology) desirable but not required
Attitudes and Values	<ul style="list-style-type: none">• Commitment to the Biblical Christian ethos, values, vision and mission of Seed Initiatives• Ability to work in a flexible and agile team environment• Commitment to serving others to achieve their God-given purpose
General Notes	
Workplace Health and Safety and Equal Employment Opportunity: It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards. You are also accountable and responsible for helping to develop and ensure compliance with Seed Initiatives policies and procedures designed to eliminate discrimination in the workplace.	
Child Safe Organisation: Seed Initiatives is committed to being a child safe organisation and all employees will be required to read and understand our child protection policy. Any employees having interactions with children are required to gain a NSW Working with Children Check.	
Travel and Out of Hours Work: Some out of hours and weekend work is required. Time off in lieu is available for this work. Occasional interstate travel may be required.	