

Position Profile

A position profile explains the purpose of a role, what the person in the role does and the skills and experience someone needs to be successful in the role.



Position:	Business Development & Client Engagement Lead
Team:	FABS Fundraising, Autism Friendly and Business Development
Org unit:	Autism Friendly
Reporting to:	Autism Friendly Employment Manager
Industrial instrument:	Non-award
Position number:	
ANZSCO code:	
AON code:	
Approval status	
Date reviewed:	28 January 2026

Organisation purpose

An organisation's purpose explains why it exists, what it aims to achieve, and how it contributes to the community, customers, or broader society.

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centered, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Team purpose

A team purpose explains why the team exists, what it's there to achieve, and how it contributes to the organisation's goals, helping everyone understand the context they're working in and how their work matters.

There are four teams that make up the FABS Portfolio:

1. **Fundraising, Mass Marketing, Supporter Services, Philanthropy, Relationship and Gift in Will**
2. **Autism Friendly**
3. **Business Development**
4. **Strategic Partnerships**

Collectively, we are guided by a shared commitment to always act in the best interests of Autistic people – and those who support them. This principle helps us make the right decisions about what we do, who we partner with, and how we grow our impact, reach, and income.

The Autism Friendly team partners with organisations seeking to create more accessible and inclusive environments, experiences, and practices. The team is co-designed and delivered through collaboration between Autistic and non-Autistic staff.

Position purpose

A position purpose explains why a position exists and what it is meant to do.

This position drives the growth and visibility of Aspect's Autism Friendly Employment (AF-E) service by identifying and securing new business and building strong client relationships, to expand opportunities for Autistic people to access meaningful work.

The position focuses on:

- Identifying and securing new business opportunities to generate fee-for-service revenue.
- Strengthening engagement with prospective organisations and key stakeholders.
- Promoting the service via external forums, professional networks, and community engagement.

By increasing awareness and deepening engagement, this position ensures more organisations are equipped to create inclusive workplaces and more Autistic people can be meaningfully employed.

Key accountabilities

This section lists the main things the person in the position is responsible for doing.

Business Development

- Develop and implement business development strategies in collaboration with the Autism Friendly Employment Manager to drive sustainable growth.
- Act as the first point of contact for prospective clients, managing enquiries and service discussions.
- Deliver impactful presentations to prospective clients, promoting Aspect and the Autism Friendly Employment service.
- Identify, pursue, and secure new business opportunities through proactive research, networking, and collaboration with Aspect's Corporate Partnerships team.
- Monitor opportunities, risks, and progress to ensure alignment with leadership and business goals.
- Prepare service proposals, quotes, and agreements to secure new business.
- Represent Autism Friendly Employment at industry events, conferences, and networking functions to increase service visibility.
- Engage with internal teams such as Marketing & Communications and Corporate Partnerships to align messaging, campaigns, and initiatives that support business development activities.
- Achieve agreed targets for fee-for-service revenue and report on progress regularly.

Client Engagement and Relationship Management

- Build and maintain strong, professional relationships with clients and stakeholders, including corporate organisations, government agencies, and peak bodies.
- Understand client needs and recommend appropriate services (including corporate partnerships, fundraising and Autism Friendly) to support their inclusion goals.

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- Coordinate engagement between clients and relevant services to ensure a smooth client experience.
- Nurture prospects throughout the sales process to build strong, long-term relationships.
- Communicate effectively with diverse groups of people, including Autistic and non-Autistic team members, clients, and stakeholders (taking into account differences in communication styles).
- Provide consistent and high-quality support throughout the client journey.

Working in Partnership

- Ensure all strategies, initiatives, and projects are developed and maintained in genuine partnership with Autistic team members. This includes actively involving Autistic voices in planning, decision-making, and review processes to uphold co-design principles and ensure outcomes reflect lived experience.

Operational Support

- Maintain accurate client records by updating Salesforce, scheduling appointments, responding to client communications, and following up on agreed actions to ensure high-quality service.
- Ensure Salesforce data integrity and maintain accurate opportunity pipeline updates to support reliable business reporting.
- Use effective organisational strategies to manage competing priorities and deadlines.
- Maintain well-structured documentation, ensuring plans, reports, and client information are easy to access and share.
- Coordinate scheduling, meeting logistics, and resource preparation for client engagements and internal activities.

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- complete mandatory Code of Conduct training and implement into day to day operations and practice.
- be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
- escalate/report other staff practices which deviate from policy/procedure.

Work health and safety

Staff are required to:

- take reasonable care for their own health and safety.
- demonstrate self-awareness and the ability to independently manage their energy and capacity, communicating proactively if needed enabling timely delivery of expectations.
- comply, so far as they are reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative

requirements.

- report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
- participate in the staff consultation process about work health & safety matters.
- understand and adhere to Aspect's Code of Conduct.

What you'll need to succeed

This section outlines what key skills, experience, and qualities are needed to do the job successfully.

- Proven experience in business development, client acquisition, or partnership management, ideally within a service-based or not-for-profit organisation.
- Demonstrated ability to engage and influence corporate clients and key stakeholders to build long-term, mutually beneficial relationships.
- Strong communication and presentation skills, with the ability to articulate services and value propositions clearly and professionally to diverse audiences.
- Ability to work collaboratively with internal teams (e.g., Marketing, Communications, Corporate Partnerships) to align strategies and support business development initiatives.
- Skilled in project planning and coordination, including managing timelines, tasks, and deliverables to ensure successful client outcomes.
- Experience using CRM systems (e.g., Salesforce) to manage client records and track engagement activity.
- Understanding of or genuine interest in autism inclusion and employment, with the ability to work respectfully with Autistic and non-Autistic people.
- Strong organisational skills and attention to detail, with the ability to manage competing priorities and maintain accurate documentation.

How we work and what matters to our team

This section explains how our team works together, what we care about, and the values that guide how we treat each other and the people we support.

We are guided by shared values and a strong team culture that supports inclusion, collaboration, and continuous improvement. Together, we:

- Put clients first by working in partnership with Autism Friendly Employment partners, responding promptly, and building trusted relationships.
- Collaborate closely as a team, valuing the strengths and perspectives of both Autistic and non-Autistic staff.
- Act with integrity, being honest and authentic in our work and always acting in the best interests of Autistic people.
- Strive for excellence by using best practice approaches, informed by data and focused on continuous improvement.
- Encourage creativity and innovation in everything we do.
- Promote inclusion by treating everyone with respect, removing barriers, and embedding inclusive practices across all aspects of our work.
- Contribute to a positive team culture that values high performance, continuous learning, and inclusion.
- Participate in team development activities, including FABS and Autism Friendly team days, to strengthen collaboration and shared purpose.

Key Stakeholders

This section outlines the key stakeholders for this role and the areas for collaboration.

Key Stakeholder	Areas for collaboration
Corporate Partnerships & Fundraising	<p>Joint Client Engagement: Align outreach strategies and messaging.</p> <p>Relationship Strengthening: Collaborate on corporate partnership events and fundraising and volunteering opportunities to deepen engagement.</p> <p>Insights Sharing: Exchange client/partner feedback and identify opportunities for growth.</p>
Philanthropy	<p>Funding Alignment: Identify philanthropic opportunities that complement business development objectives.</p> <p>Grant Applications: Provide input on proposals for strategic alignment.</p> <p>Event Collaboration: Support stewarding of new business opportunities through applicable philanthropic events.</p>
Business Development	<p>Pipeline Management: Coordinate lead generation, qualification, and conversion strategies.</p> <p>Market Intelligence: Share insights on trends and emerging opportunities.</p> <p>Revenue Growth: Align efforts to meet financial targets and diversify income streams.</p>
Marketing and Communications (MARCOMs)	<p>Brand Messaging: Ensure consistent messaging across campaigns and proposals.</p> <p>Plan and execute promotional activities: Work collaboratively with MARCOMs to ensure Autism Friendly Employment is promoted through industry events, conferences, and networking opportunities.</p> <p>Content Development: Collaborate on case studies, success stories, and promotional materials.</p> <p>Campaign Support: Integrate business development initiatives with marketing campaigns for maximum impact.</p>
Autism Friendly (including Employment) Team	<p>Co-Design Principles: Involve Autistic voices in developing strategies and solutions for new business opportunities.</p> <p>Program Integration: Ensure business development activities reflect autism-friendly practices.</p> <p>Knowledge Sharing & Upskilling: Collaborate to understand Autism Friendly products and services, enabling accurate representation to new business clients.</p>

Functional capacity requirements

Frequency refers to an approximate percentage of time in a typical shift or period on duty:

Rarely: Up to 7%

Occasionally: 8% to 33%

Often: 34% to 66%

Continuously: More than 66%

Requirement	Frequency
Resilience to time pressure/workload	Often
Sitting	Continuously
Standing, walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboard use, writing	Continuously