

Position Description



**Alannah & Madeline
Foundation**

Keeping children safe from violence

Position title: Corporate Development Specialist
Department: Corporate Partnerships, Communications and Fundraising Team
Reports to: Corporate Development Manager
Job type: Full Time, ongoing
Date: November 2018

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to child safety. Our Child Safe Policy outlines our safe practices for children. Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the Corporate Development Manager, the Corporate Development Specialist is a member of the Communications and Fundraising team and has accountability to support the delivery of the Corporate Partnerships Strategy across the Foundation including the delivery of the corporate acquisition and retention plans.

FREEDOM TO ACT

- The Corporate Development Specialist works according to the policies and procedures of the Alannah & Madeline Foundation.

MAJOR JOB RESPONSIBILITIES

- Developing a pipeline of prospective partners that have a strong synergy with the Foundation.

Position Description *cont.*



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- Leveraging internal and external networks to broker relationships with partners.
- Conducting in-depth background research on prospective partners to enhance relationships and inform the development of strategic proposals.
- Developing strategic written and verbal proposals that demonstrate shared value for prospective partners including meeting commercial objectives.
- Supporting the implementation of all tactical activity relating to new and existing partners including but not limited to NAB, Cricket Australia and Richmond Football Club.
- Working collaboratively with the Foundation's Programs team to develop a strong pipeline of program offerings for partners.
- Actively seeking opportunities to enhance the Foundation's reputation in the eyes of the business community, to drive further funding opportunities.
- Supporting the timely delivery of contracts and MOUs in partnership with the Corporate Development Manager and Corporate Partnerships Manager.
- Development and revision of business development collateral including the creation of the Foundation's sponsorship deck and asset register.
- Meeting agreed revenue targets.
- Other tasks as directed by the Corporate Development Manager, Corporate Partnerships Manager and members of the Senior Leadership Team including the Chief Executive Officer.

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- Tertiary degree in journalism, marketing or communications (preferred but not essential).
- A minimum of 5 years' experience in a marketing, communications or a business-to-business sales role, preferably within a corporate environment.
- Experience in strategy development and execution including the ability to manage and implement complex partnerships.
- Strong written and verbal communication skills with the ability to nurture and grow relationships with a wide variety of stakeholders, including at the executive level.
- Ability to manage numerous projects simultaneously, while ensuring deadlines are met and work is of a high-standard.
- Ability to work autonomously on clearly-defined projects, and in a small team.
- Commitment to work outside standard office hours for key events.
- Working with Children Check and Police Check.