

# Position Description

Position title:	Corporate Partnerships Manager
Team:	Fundraising & Partnerships
Reports to:	Head of Fundraising
Job type:	Full time, ongoing
Date:	November 2020

---

## About the Alannah & Madeline 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.

We are committed to child safety and our Child Safe Policy outlines our safe practices for children.

The Foundation's values are caring, friendliness, respect, responsibility, valuing difference and including others.

## Position in Context

Reporting to the Head of Fundraising, the Corporate Partnerships Manager is a member of the Fundraising and Partnerships team and has accountability to support the delivery of the Foundation's Funding Strategy through managing and supporting the effective development of internal and external stakeholder relationships.

The Corporate Partnerships Manager will work closely with the other leaders in the Fundraising and Partnerships team, Office of the CEO, the Senior Leadership Team and the Programs team.

## Freedom to Act

The Corporate Partnerships Manager works according to the policies and procedures of the Alannah & Madeline Foundation.

# Position Description cont.

The Corporate Partnerships Manager, in liaison/consultation with the Head of Fundraising and CEO/Senior Leadership, can assist to develop long-term partnerships with relevant stakeholders in Australia and overseas.

## Major Job Responsibilities

- In conjunction with the Head of Fundraising and Program teams develop and implement the Corporate Partnerships strategy to optimise income generation and awareness opportunities from current and new Partners.
- Proactively develop existing and grow new strategic partnerships to fund sustainability and growth in the Foundation.
- Develop and leverage campaigns and initiatives, including cause related marketing, sponsorship and workplace giving activities with current and new partners to deliver strategic outcomes and long-term partnerships.
- Develop and deliver timely campaign tools and information to enable team members to effectively support the implementation of campaigns and provide input, advice and commitment to implementation.
- In conjunction with the Philanthropy team work collaboratively with all Foundation program areas to build a pipeline of projects and opportunities ensuring the Foundation submits competitive Partnership submissions.
- Create high level professional briefing documents, proposals and business plans to support the delivery of all Partnerships.
- Work closely with the Chief Operations Officer and other Senior Leadership members to prepare MOUs and contracts as necessary.
- Develop long-term relationships with key internal and external stakeholders and organisations.
- Create, manage and evaluate the Corporate Partnerships budgets, ensuring timely reporting of monthly and annual financials.
- Contribute positively to the Foundation's culture through developing and maintaining collaborative relationships with colleagues.
- Other tasks as directed by the CEO and Senior Leadership Team.

## Knowledge, Experience & Requirements

- A minimum of 8 years' experience in Fundraising, Marketing and/or Business Development. (Essential)
- Proven track record in acquiring new business and developing and implementing partnership strategies. (Essential)
- Ability to build and actively manage strong internal cross-functional and external stakeholder relationships. (Essential)
- Ability to develop and deliver numerous large campaigns and initiatives simultaneously, with good attention to detail. (Essential)
- Strong written and verbal communication skills. (Essential)
- Strong financial, commercial and analytical acumen. (Essential)
- Demonstrated ability to work autonomously and as part of a small team and to seek direction when required. (Essential)
- Ability to identify and resolve problems, make appropriate recommendations and take ownership for decisions. (Essential)
- Able to work with all Microsoft products. (Essential)
- Commitment to work outside standard office hours and travel inter-State to deliver key events and Partnership activity (Essential)
- Working with Children Check and Police Check. (Essential)
- Tertiary qualifications in Business, Marketing or similar field. (Desirable)
- Experience in developing and managing a team. (Desirable)
- Previous experience with a CRM, ideally Raisers Edge. (Desirable)