

POSITION DESCRIPTION

Position Title: Executive Manager – Partnerships and Business Development
 Reports To: Senior Executive | Shared Services
 Direct Reports: NA
 Organisational Portfolio: Revenue and Sustainability

White Ribbon Vision

Vision: A nation that respects women, in which every woman lives in safety free from all forms of men’s abuse.

Purpose: Engaging men to make women’s safety a man’s issue too.

White Ribbon Core Values

- *Courage* – courage in facing challenge and finding creative, innovative solutions
- *Integrity* – ethical, honest and accountable to all
- *Respect* – compassionate, honouring and acknowledging difference and upholding dignity
- *Collaboration* – working collaboratively to drive positive social change
- *Leadership* – leaders in driving lasting, positive, normative change

Role Purpose

As a leadership role responsible for revenue and sustainability, the Executive Manager, Partnerships and Business Development, reports to the Senior Executive Shared Services to develop and deliver a strategy to grow income and increase support from the Australian Business/Corporate sector.

With a clear focus on revenue generation, the Executive Manager is responsible for the engagement and relationship management of existing Partners and Business/Corporate Supporters, fostering these relationships for longevity and explore opportunities to collaborate with organisations whose CSR and SDG strategies strongly align with White Ribbon Australia’s values and strategy.

The Executive Manager is responsible for:

- The business development strategy and creation of a pipeline of new partnership opportunities, identifying and engaging business/corporate prospects from new and existing stakeholders and implementing strategies to secure formalised financial commitments.
- Providing leadership and guiding the development of new strategies to support income growth.

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- Increasing the number of partnerships and growing income the key priority of this role, the position focuses on revenue generating relationships and directs resources towards maximising contributions from corporates.

Key Working Relationships	<p>Internal</p> <ul style="list-style-type: none"> Revenue and Sustainability team Shared Services Team Community Engagement Team All White Ribbon staff from different portfolios 	<p>External</p> <ul style="list-style-type: none"> White Ribbon Official Partners and Business/Corporate Supporters Corporate prospects Donors, Fundraisers and event hosts Stakeholder networks including VIP guests and sponsors Contractors and suppliers White Ribbon Ambassadors and Advocates
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Key Result Areas

- Partnerships and Corporate Support strategy
- Business Development
- Relationship Management and Engagement
- Communications and information management
- Working professionally
- Workplace Health, Safety & Wellbeing
- White Ribbon Expectations

1. KRA: Partnerships and Corporate Support strategy

Accountabilities	Key Outcome Indicators
<ul style="list-style-type: none"> Working with the Senior Executive, Shared Services, develop and deliver corporate fundraising programs and activities to support the revenue generation strategy and increase income from Business/Corporate Australia. Develop the annual Partnerships Operational Plan and operational goals, measures and performance targets and manage its delivery to drive partnership income and engagement from business/corporate organisations. Lead the activities of the Partnerships area including the planning and managing of proposals, contracts and agreements. 	<ul style="list-style-type: none"> Increased income generated from corporate partnerships and supporters. Active participation in and contribution to the development and achievement of the Fundraising and Partnerships Operational Plan. Process for management of proposals and contracts documented in Salesforce. Operational goals and performance targets set and met. Delivery of financial income on time and within required benchmarks ensuring budget parameters are maintained at all times via careful monthly monitoring.

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<ul style="list-style-type: none"> • Work with White Ribbon Program Managers and other staff to agree sponsorship/agreement deliverables, and coordinate stakeholders to ensure the effective management of deliverables, reporting and acquittals. • Work in collaboration with other White Ribbon team members to ensure agreed partnership outcomes are realistic, implemented, and contribute to the overall strategy of White Ribbon Australia. • Undertake budget preparation, supplying detailed planning documentation, liaising with key internal stakeholders and giving valuable input to the operational budgets. • In consultation with the finance and programs teams, develop and deliver Partnerships reports on a quarterly basis and as monitor monthly performance against budget, reviewing variances. • Represent White Ribbon Australia at meetings, presentations and events where applicable and as directed. • Ensure that policy and procedures for partnership development and management are further developed to provide an integral framework and ensure compliant operations of the portfolio. • Ensure appropriate administration and documentation occurs to support the efficient and effective functioning of the fundraising and partnerships team • With the Senior Executive Shared Services, ensure program framework and associated documents meet legal obligations and compliance requirements to maintain fundraising licenses in all states. • Manage partnership inbox and respond to all enquiries in a timely manner. 	<ul style="list-style-type: none"> • Input of the partnership budget to inform the annual budget within appropriate timeframes and against Board / CEO expectations. • Delivery of reports on time and within required benchmarks which provide transparent, timely and relevant perspectives on the portfolio position at all times. • Timely reporting to include qualitative and quantitative data on current, new and emerging partnerships and their contribution to the Campaign. • All fundraising activity conducted efficiently and in accordance with state fundraising legislation - Compliance requirements met. • Partnerships inbox managed - All emails are responded to within 48 hours of receipt.
<p>2. KRA: Business Development</p>	
<p style="text-align: center;">Accountabilities</p>	<p style="text-align: center;">Key Outcome Indicators</p>
<ul style="list-style-type: none"> • Identification of and pursuit of partnership opportunities with organisations that align with White Ribbon values and strategic priorities and have the capacity to commit funding support. 	<ul style="list-style-type: none"> • Increased number of Partners and Business/Corporate supporters secured. • Increased income from Business/Corporate Australia. • Pipeline developed and new prospects documented and followed up.

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<ul style="list-style-type: none"> • Development of pipeline of prospects and engagement plan to support conversion to finalised agreements. • In collaboration with the Senior Executive Shared Services, develop and implement a partnerships business development strategy to engage and build relationships with potential partners and corporate supporters. • Research and seek out valuable partnership opportunities. • Research and monitor market trends and competitor activity. • Support the development and submissions of funding proposals across other Portfolios. • Other duties and tasks as directed by the Senior Executive, Shared Services. 	<ul style="list-style-type: none"> • Business development plan developed in a proactive manner and implemented successfully to ensure financial sustainability. • Annual competitor analysis is undertaken and continuous improvement in partnership engagement strategies identified as a result. • All customer service interactions are of a high quality and promote White Ribbon values. • Positive feedback from stakeholders and addressing negative feedback appropriately.
<p>3. KRA: Relationship Management and Engagement</p>	
<p style="text-align: center;">Accountabilities</p>	<p style="text-align: center;">Key Outcome Indicators</p>
<ul style="list-style-type: none"> • Build strong, collaborative and sustainable partnerships with corporate organisations to support sustainability and broaden reach of White Ribbon Australia. • Facilitate the ongoing commitments to partnership and supporter arrangements. • Effectively manage, negotiate and influence partners to support various White Ribbon activities and campaigns • In collaboration with the White Ribbon MarComs Coordinator and external PR agency, ensure joint media releases and media activities are commensurate with White Ribbon key messages. • In collaboration with the White Ribbon MarComs Coordinator, ensure use of White Ribbon assets are in line with White Ribbon Branding Guidelines. • Ensure Partnership Portfolio web and social media content are up to date and relevant. • Manage internal stakeholder relationships to ensure all activity related to partnerships meets objectives and relevant parties are briefed on individual activities. 	<ul style="list-style-type: none"> • Increased longevity of partnerships. • Increased number of partnerships. • Increased funds raised through partnerships and corporate supporters. • Stakeholder expectations managed to ensure expectations and White Ribbon deliverables align. • White Ribbon media opportunities secured. • Partnerships and supporter benefits delivered. • Positive feedback from Partners and Supporters. • Ambassadors and Advocates secured for Partner events.

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<ul style="list-style-type: none"> • In line with the resourcing model, support the delivery of partnership and corporate supporter events. • Support partner activations at White Ribbon Australia’s events. • Provide high level customer service and support to partners, corporate supporters and other stakeholders. • Oversee and review communications with all partners and corporate supporters. • Actively work with Ambassadors and Advocates teams to appropriately coordinate Ambassador and Advocate support 	
<p>4. KRA: Communication and information management</p>	
<p style="text-align: center;">Accountabilities</p>	<p style="text-align: center;">Key Outcome Indicators</p>
<ul style="list-style-type: none"> • In collaboration with the Senior Executive, create, develop and implement partner and corporate supporter communications and resources. • Contribute to the development and documentation of efficient business processes and policies for the revenue and fundraising team. • Support with the development and implementation of fundraising systems. • Work with the Marketing and Communications team to support the promotion of partner and corporate supporter fundraising and events through the White Ribbon Australia communications • Develop and maintain effective communication networks and working relationships both internally and externally • Maintain effective manual and electronic filing systems adhering to record management guidelines and system in place. • Supply regular reports which contain required compliance information. • Requested communications/documents ensure adherence to White Ribbon Australia Style Guidelines. • All incoming written correspondence is reviewed and prioritised with subsequent actions identified and distributed in timely manner; where relevant timely and effective responses are provided to correspondence as required and or directed. 	<ul style="list-style-type: none"> • All communication is positive and effective. • Collateral created and regularly updated to ensure partners are well informed and using correct White Ribbon messaging. • All sensitive / confidential information managed with integrity and maturity. • Professional standard expectations and appropriate use of language in written communication is achieved at all times. • Superior understanding of White Ribbon Style Guidelines demonstrated at all times. • Information management is well executed and risk appropriately managed. • All fundraising activity conducted efficiently and in accordance with legislative and external compliance documentation. • Compliance requirements met. • Team processes and procedures documented. • A contribution is made to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.

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<ul style="list-style-type: none"> Partnership activity added to the Fundraising calendar and maintained. 	<ul style="list-style-type: none"> Ensure fundraising calendar of activity is kept up-to-date.
5. KRA: Working Professionally	
Accountabilities	Key Outcome Indicators
<ul style="list-style-type: none"> Contribute to the efficient and effective functioning of the team in order to meet organisational objectives. Participate in the Performance Development process, including conducting a regular review of individual workplace performance and strengths against the accountabilities and performance objectives associated with the role. Perform responsibilities in a manner that reflects and responds to a focus on ethical conduct, engagement and continuous improvement. With the HR Manager, ensure that all team recruitment, selection and engagement is managed according to policy and procedure within required timelines. Identify all performance issues in a timely manner and ensure they are addressed using White Ribbon performance management policy and procedure. Develop and support succession planning and professional opportunities for all team members. Ensure that learning and development is strategically linked to business strategy and need, and is aligned to performance reviews for all team members. 	<ul style="list-style-type: none"> Demonstrates appropriate and professional workplace behaviours that are in line with White Ribbon Australia core values, policy and procedures. Provides assistance to other team members as required or requested. Undertakes professional development activities that may include but not be limited to, coaching, workshop attendance, tertiary study, secondments, project, etc. Contributes to the efficiency of the administrative function through actively participating in the above professional development activities and additionally, then contributing to business improvement initiatives. Ensure the development of a culture of professional and on-going learning and development at White Ribbon Australia. Best practice recruitment and selection is supported by high retention of employees. Team members are supported with regular formal performance meetings and appraisals undertaken in line with policy.
6. KRA: Workplace Health, Safety and Wellbeing	
Accountabilities	Key Outcome Indicators

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<ul style="list-style-type: none"> • Contribute positively to promoting a culture of health, safety and wellness for employees and volunteers at White Ribbon Australia. • Work within WHS policies and participate in the provision of education, training and support and supervision in WH & S requirements and safe work practices. • Creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures. 	<ul style="list-style-type: none"> • Displays an understanding of, and adhere to, all WH & S policies and principles to ensure the health and safety of all at the workplace. • All work practices on any White Ribbon designated workplace are coordinated in a safe manner using necessary risk assessment processes and tools. • WH & S hazards and incidents are reported as per policy requirements and actively participates in any corrective actions that may arise post reporting. • Personal health and wellbeing is supported via sound self-care practices and the use of the White Ribbon Employee Assistance Program (where appropriate).
<p>7. KRA: White Ribbon Expectations</p>	
<p style="text-align: center;">Accountabilities</p>	<p style="text-align: center;">Key Outcome Indicators</p>
<ul style="list-style-type: none"> • At all times abide by the policies and procedures of White Ribbon Australia. • Align work undertaken with the Goal, Mission and Strategic Framework and Strategies of White Ribbon Australia. • Ensure work undertaken contributes positively and consistently to the achievement of the relevant Operational Plans. • Ensure workplace behaviour is consistent with the organisation's Code of Ethical Behaviour and Core Values. 	<ul style="list-style-type: none"> • High-level awareness and understanding of White Ribbon policies and procedures is built into everyday workplace behaviour. • An understanding of the White Ribbon vision and strategy is actively demonstrated via work undertaken. • Active participation in the development and achievement of the operational plan/s for the Portfolio is demonstrated. • Demonstrates appropriate and professional workplace behaviours that are in line with White Ribbon Australia core values. • No policy /Code of Ethical Behaviour breaches observed.

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Person Specification		
Professional Experience, Knowledge and Attributes	<p>Essential</p> <ul style="list-style-type: none"> • At least 5 years demonstrated achievement in the areas of business development, external partner engagement, client relationship management and knowledge management. • Demonstrated ability to forge and maintain strong and collaborative partnerships that enhance organisational capacity and sustainability. • Demonstrated ability to influence others and forge connections and collaborative partnerships with people from a wide variety of backgrounds that enhance organisational goals. • Excellent presentation/group facilitation skills. • Understanding of stakeholder engagement models relevant to achieving social change. • A commitment to inclusive practices that enhance access for people from CALD or ATSI backgrounds to services and participation in national campaigns. • Ability to prioritise and work collaboratively and flexibly to fulfil individual performance targets/expectations. • High standard of competency in all Microsoft Office applications and experience in CRM databases (Salesforce, Raisers Edge, ThankQ, IMIS, etc) • Strong relationship building skills with proven ability to coordinate groups with competing priorities. • Superior oral and written, interpersonal, relationship management and conflict resolution skills. • Efficient with ability to multi-task, maintaining a high level of attention to detail. • A creative thinker who shows initiative – able to independently make decisions and problem solve. • Ability to remain calm under pressure and maintain a positive interpersonal attitude. • Willingness to work and travel outside of hours. 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in community services or the not-for-profit sector. • Experience in the development and delivery of fundraising activities. • Expert Experience in Salesforce.
Education/ Academic Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualifications in relevant fields, such as finance, marketing and communication, fundraising and event management and/or equivalent advanced work experience. 	<p>Desirable</p> <ul style="list-style-type: none"> • Certificate in Fundraising / Philanthropic studies or equivalent / equivalent work experience. • Other related qualifications eg event management, volunteer management, communication

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AGREEMENT

I have read and understand the above position description and agree to undertake the duties as outlined. I declare that I have no health, medical or other restrictions that would impact upon my ability or capacity to undertake these duties in a safe manner.

Incumbent

Name: _____

Signature: _____

Date: _____

CEO Name: _____

Signature: _____

Date: _____