

GREENING AUSTRALIA

ACCOUNTABILITY AND OUTCOME STATEMENT

Title	Partnerships Specialist
Location/Region	Melbourne preferred Sydney optional This role has a national focus
Classification	Level 5
Tenure	Full time, Permanent
Accountable to	Director of GA Foundation
Salary	An attractive remuneration package is available based on experience
Stakeholders	<p>Internal</p> <ul style="list-style-type: none"> • GA Foundation team • Communications and Marketing team • Finance and ICT team • Australian Lead Team • Board of Directors • Program Directors <p>External</p> <p>Existing and prospective donors</p> <ul style="list-style-type: none"> • Trust & Foundations • Mid-level donors • Major donors • General donors • Bequest donors • Members
The organisation	<p>Greening Australia (GA) is tackling Australia’s environmental challenges with the best science and the best people, to return life and balance to landscapes in ways that work for communities, economies <i>and</i> nature.</p> <p>From improving the health of the Great Barrier Reef to restoring Tasmania as an island ark for our most threatened mammals, we create healthy, productive landscapes across Australia where people and nature can thrive.</p> <p>Reporting to the Director of GA Foundation, as Greening Australia continues on the journey as an environmental enterprise, the Partnerships Specialist role is required to drive forward our ‘donor centric’ approach to managing and growing our philanthropic relationships to reach our 2030 goals.</p> <p>As a fast-paced and agile enterprise, the right person will have the experience to build strong meaningful relationships, identify and grow new development opportunities with</p>

	<p>donors and funders, coupled with an attitude of integrity, follow through and a desire to exceed a donor’s expectations.</p> <p>An opportunity exists to grow philanthropy income for Greening Australia within a new Greening Australia Foundation structure raising both tied and untied funds to achieve and leverage our strategic 2030 organisation goals.</p>
<p>Position Scope</p>	<p>The Partnerships Specialist will raise philanthropic funds for Greening Australia nationally through stewarding and growing a current portfolio of organisations and individual donors.</p> <p>It is expected that the Partnerships Specialist will also seek to identify, acquire and steward new donors to grow the portfolio and income opportunities in line with the fundraising goals.</p> <p>This includes (but isn’t limited to) stewarding and building strong relationships, identifying development opportunities with donors where there is mission alignment or synergy in program areas, grant opportunities, developing compelling proposals, writing grant applications, acquittals and reporting.</p> <p>A great opportunity exists to implement a new Bequest Donor program. This newly identified program is yours to shape and build. It is expected, based on our current relationships, that within the 1st year that a pipeline of 100 bequest donors be secured and the program up and running.</p> <p>Work in conjunction with the GA Foundation team and broader GA team to deepen connections with donors towards longer term commitment and support of GA to reach organisational targets and aspirations.</p> <p>This role is national in focused with donors located throughout Australia and some internationally.</p>
<p>Key Position Accountabilities and Outcomes</p>	<p>The position is accountable for raising philanthropic funds from foundations, businesses and high net worth individuals, through major gifts, grants and bequests. The Partnerships Specialist will:</p> <ul style="list-style-type: none"> • Achieve annual fundraising targets and KPI’s as set out by the Foundation • Work with donors to develop deeper relationships taking a long term multi-faceted approach • Work with internal teams to develop and lead proposals (including budgets) that appeal to donor’s

	<p>values and desires to support solutions that help people and nature thrive</p> <ul style="list-style-type: none"> • Create and implement a relationship management plan for key donors with specific and measurable goals based on their history of giving and our knowledge of that donor's potential, that will retain and upgrade gifts in line with fundraising goals and targets • Identify, research and qualify new donors to grow the portfolio and income received • Track all donor communications and activities accurately in Greening Australia's CRM system • Create monthly and quarterly reports as required by management that accurately reflect portfolio activity and performance • Input into strategy and budgeting process for the Foundation where required • Mentor more junior staff in the Foundation • Manage and track all supporter communications, activities and milestones in CRM system (Mission) and utilise CRM to develop reports as required by management that accurately reflect portfolio activity and measures performance • Other activities as directed by the Director Marketing & Communications that move the Foundation towards meeting its fundraising goals and targets <p><u>Success will be measured by:</u></p> <ul style="list-style-type: none"> • Fundraising targets and KPI's • A high level of demonstrated activity focused on meaningful donor engagement to develop relationships (face to face, meetings, solicitations etc.) • Development of qualified donors in the pipeline that represent the highest giving potential for Greening Australia – including indication of New, Lapsed or Current donor status • Demonstrated steps taken to implement relationship plans with the goal to steward donors towards gifts • Number of complete Relationship Management Plans for donors that include financial goals, engagement activities, interaction points with key GA staff and steps towards securing gifts • Number and amount of donor funds secured, pledged and received against plans and budget targets • Effective and tailored proposals and reports developed for donors and delivered to deadline • Accurate CRM record keeping for each donor
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	<ul style="list-style-type: none"> • Monthly and quarterly reporting on performance including donor pipeline progress, and funds secured, pledged and received highlighting those on target, upgraded and downgraded versus budget and plans.
<p>Demonstrated Competencies</p>	<p>The successful achievement of the accountabilities and outcomes require competencies across the following:</p> <ol style="list-style-type: none"> 1. Analysis and performance, accountability: You demonstrate values and behaviours focused on generating organisational outcomes. You are accountable for your actions and results. You take ownership of programs and projects given to you and see them through. You strive to accurate, actions and results into the CRM. You are consistent and timely in following up actions as requested by donors and GA team. 2. Stakeholder Management and influence: You have a desire and ability to build and maintain multifaceted and layered enduring relationships between GA and donors, enabling donors to fulfil their passions and interests through their partnership with Greening Australia. You demonstrate excellent communication skills including verbal, interpersonal and written skills. 3. Passion and Commitment: You have a passion to create a better world and believe that together we can make it a reality through our organizational and team targets. You can weave a great story to bring others along with you, because you understand the why behind what you do. 4. Culture of Innovation and Addressing Challenge: You thrive on taking things from idea concept to implementation and success. You are not afraid to give things a go, try and pivot to gain results. You thrive in a changing environment and take hold of new opportunities as they arise. 5. Business acumen and results driven: You have the desire and ability to meet financial and non-financial KPIs. You are driven to find success in everything you do. You demonstrate excellent communication skills including verbal, interpersonal and written skills. 6. Collaborative leadership: You take initiative and action to find mutually beneficial solutions to problems as they arise. 7. Integrated independence and teamwork You recognise the value of teamwork and collaboration to achieve greater impact for the organization but can also work autonomously when required.

	<p>Other key competencies include:</p> <ol style="list-style-type: none"> 1. Culture of Innovation 2. Personal resourcefulness 3. Resilient optimism 4. Embracing diversity 5. Open mindedness 6. Insightful 7. Negotiation and advocacy 8. Managing complexity
<p>Position Requirements</p>	<p>Essential</p> <ul style="list-style-type: none"> • Bachelor’s degree and/or 5+ years related experience or an equivalent combination. • Experience in strategic relationship management - building and maintaining multi-faceted long-term relationships between with donors or clients. Experience with trusts & foundations, major gifts and bequests will be highly advantageous • Demonstrated results of stewardship, acquisition and retention of donors or clients. • Experience in working with a variety of internal multi-disciplinary stakeholders and managing complexity to reach organisational and donor or client outcomes. • Demonstrated success in developing new business and developing tailored proposals • Experience in managing and tracking multiple prospects, donors or clients and projects. • Exemplary communication skills including writing, proposal development and reporting skills. • A solution focused attitude and tenacity – adaptability, critical thinking and ability to pivot, people skills, listening, empathy and the ability to lead and take initiative are essential for success in this role. • Experience in using a CRM for managing client relationships and reporting • Proficiency in Microsoft Word, Excel and PowerPoint • Ability to undertake interstate and possibly international travel when required.

	<p>Desirable</p> <ul style="list-style-type: none"> • Relevant professional membership • Certified Fundraising Executive qualification an advantage • Knowledge of current trends in charitable giving in the areas of capital campaigns, major gifts and bequests. • Understanding of the environmental sector
Key Annual Performance Requirements	Financial and non-financial targets are determined each year as part of an annual Performance Planning and Review process with monthly and quarterly tracking.