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| Department | Revenue Development |
| Unit/team | Impact Partnerships |
| Job matrix group | WWF Clerical and Administrative |
| Job matrix level | 5 |
| Job title | Impact Partnerships Coordinator (New) |
| Reports to | Senior Manager Integration and Stewardship |
| Direct reports | N/A |
| Location | WWF-Australia Office/location negot. |
| Other location/s | Not Sydney Location |
| Job type | Full Time Fixed Term Contract |
| Contract Period | Fixed Term Period; 2 years |
| Hours per week | 38 (Award based) |
| Approval | People and Culture Director |
| Approval date | 11/25/2020 |
| Organisational context | For over 50 years WWF has been a leading voice for nature. We are the world’s largest conservation organisation, working in 100 countries and with over 5 million supporters.  WWF-Australia is the 7th largest member of the WWF Network. We work with governments, businesses and communities on environmental issues with a single mission: to build a world where people live and prosper in harmony with nature.  We have our foundation in science and we work towards a sustainable planet, striving to conserve biodiversity in Australia and throughout the Oceania region. Behind the scenes of our on-ground conservation projects are teams of scientists, policy and communications experts, lawyers and other specialists, all supported by our regional and national staff members.  WWF-Australia does not engage in activities that support political parties, seek to persuade members of the public to vote for or against particular candidates or parties in an election, participate in party political demonstrations, or distribute material designed to underpin a party political campaign. |
| Department context | WWF-Australia’s strategy requires all staff to support the delivery of our conservation objectives across the following strategic priorities: Conserve Nature with Equity, Return the Climate to a Stable State, Support Planet Friendly Food, Save Threatened Species, Protect our Marine Life and Engage Millions as Active Stewards and Investors of Nature.  The Impact Partnerships team connects people and organisations with a desire to improve the state of the planet, and who are proud to leverage their resources and influence to fund WWF’s conservation and sustainable development work. The team is focused on four priority areas: Philanthropy, Sustainable Business and Corporate Partnerships, Grants (Government, Private and Corporate Foundations) and Impact Investing. Through relationship management, the Impact Partnerships team empowers partners to make real and lasting contributions in protecting the natural environment and helping support the communities that share them.  |
| Purpose of job | The Impact Partnerships Coordinator supports the Impact Partnerships team across data management, financial tracking, policy and procedures, and stakeholder communications. |
| Key accountabilities | * Ensures the revenue pipeline (WIP) is up to date for all active donors, partners, grants, and those in the pipeline
* Tracks income across major donors, corporate partners, and grants and reconciles the monthly P&Ls
* Liaises with Conservation, including the Commercial Project Officer, regarding restricted income by project details.
* Collaborates with Finance on restricted income allocation and  MOUs.
* Identifies streamlining for processes, including record management, data integrity, and financial tracking and collaborates with the Digital, BI and Data team and the Business Development Coordinator to move all tracking into a centralised system.
* Ensures data integrity in the database by keeping records up to date and including relevant communications.
* Oversees donation receipting for Impact Partnerships including managing the appeal code generator.
* Provides communications support, including drafting the Impact Partnerships e-news, annual wall calendar, and web pages.
* Provides event administration and delivery support, including list management, rsvps, and invitations.
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| Job level responsibilities | * Contributes to operational planning, systems, processes, delivery and reporting.
* Complies with legislation, standards, policies and practices, particularly Advocacy with Excellence, Information Security, health and safety, child protection, prevention of sexual exploitation and abuse, security, sustainability, privacy, and equal employment opportunity.
* Aligns own work with WWFs mission, Guiding Principles, Brand and I-KODE Values – Acts with Integrity, Knowledgeable, Optimistic, Determined and Engaging.
* Seeks approval from the CEO for international travel.
* Performs budget administration, risk and quality management, and reporting.
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| Relationships & communications | Team-working is WWFs preferred way of working requiring positive and constructive relationships across the organisation. This role is primarily focused on internal stakeholder relationships.Key relationships include: * Internally, this position has relationships with Finance and Marketing and Engagement
* Externally, this position connects with contractors and suppliers, including printers and mail houses
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| Job Challenges | * The position requires the ability to build trust and work collaboratively to achieve engagement across diverse teams and stakeholders.
* The geographically dispersed nature of WWF requires communication and engagement skills.
* Maintaining knowledge of WWF’s strategic objectives and activities and communicating this to the public and supporters in an engaging, meaningful way.
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| Essential selection criteria | * Demonstrated administrative, organisational, and logistics skills.
* Demonstrated attention to detail and process orientation.
* Intermediate level MS Office and in CRM databases, including data analysis and reporting.
* Knowledge of, and interest in philanthropic giving and corporate partnerships.
* Demonstrated experience in customer facing roles, preferably within a fundraising, marketing, events or communications work environment.
* Demonstrated ability to build relationships with diverse groups and deal sensitively with people and personal information.
* Good verbal and written communication skills including an ability to create visual and written content.
* A proven ability to work autonomously and collaboratively as part of a high performing team.
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| Desirable selection criteria | * An interest in not for profit organisations.
* An interest in environmental conservation and sustainable development.
* An understanding of, and support for, workplace sustainability principles.
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| Credentials | Tertiary qualifications and/or relevant experience. Certificate - fundraising |
| Job requirements | * Employment background check
* Modern Clerks Award Level 5
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| How to apply | Applicants can apply via <https://www.wwf.org.au/about-us/jobs-at-wwf>Only those applicants applying online via the eRecruitment System will be considered. Please name your PDF documents with last/first name & include: (1) a cover letter/statements against the selection criteria & (2) your resume (CV), including two referees.  |
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