



Position description: Partnerships Coordinator

Baptcare is a **purpose driven** and **faith based** organisation working across Victoria, Tasmania and South Australia, providing residential and community care for older people and support to children, families, and people with disability, financially disadvantaged people and people seeking asylum.

ROLE PURPOSE

This position is a key member of Baptcare's fundraising team which is responsible for raising funds from, individual supporters via events, bequests and solicited appeals, churches, community groups, sponsorships and trusts and foundations.

The Partnerships Coordinator will take the lead to develop and implement strategic partnerships with trusts, foundations and corporates via cultivation, solicitation, direct mail and stewardship strategies to grow income and develop innovative methods to achieve Baptcare's mission. In addition, the position supports the Mission Development team to manage the Baptcare Community Grants program. Ongoing management of grantee relationships sit with the Mission Development team.

This position works collaboratively with the Donors Coordinator and colleagues who manage the individual programs that seek funding. It reports to the Head of Mission Development and Communications. The Partnerships Coordinator will work in close collaboration with other members of the Mission Development Department and build effective relationships with other staff across the broader organisation.

Part A: Organisation

Baptcare's Vision, Mission and Values

Mission: Partnering for fullness of life with people of all ages, cultures, beliefs and circumstances.

Vision: Communities where every person is cherished.

Our Mission and Vision are lived through our WE CARE values:

We care about...	Our Customers We care about...	Our Team We care about...
Wellbeing	... You living your life with meaning, we partner with you to enhance your health, safety, comfort and spirituality.	... Strengthening our teams by cultivating a safe and encouraging work environment that enables personal growth.
Ethics	... Being genuine with you, leading with integrity and fulfilling Baptcare purpose in harmony with community expectations.	... Being inspired by justice. We act with integrity and do the right thing by our customers and each other in light of current and future needs.
Co-creating	... Building personalised and innovative solutions with you and our allied partners, with your goals as our shared focus.	... Building an exciting future together with our customers in focus, by empowering everyone to contribute and encouraging adaptability, creativity and collaboration.
Accountability	... Fulfilling our commitments to you and accepting our responsibilities to continually improve.	... Fulfilling our commitments and responsibilities, using our resources wisely and being able to reflect, speak up and adapt when needed.
Respect	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.
Effectiveness	... Being focused on achieving the best outcomes for you, with you.	... Ongoing improvement in the focus of our people and resources to achieve positive outcomes for our customers.

We select leaders who engage with and from the heart of our mission. We only engage employees who can deliver our mission.

Baptcare is committed to being a child safe organisation by ensuring that all staff who work directly with children adequately maintain and update their knowledge of Child Safe Standards and provide protection to the children in our care.

Part B: Position specifications

Relationships

Division:	Mission Development
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Reports to:	Head of Mission Development & Communications
Internal:	Fundraising Team, Mission Development Department, Sanctuary and Home-Start Program Managers, General Manager Mission and Corporate Development and the Chief Executive.
External:	External suppliers, current and new donors (Trusts, Foundations and Sponsors, fundraising industry networks).

Dimensions

Annual Operating budget:	NA	
Staff	Direct	NA
	Indirect	NA

Delegations and authorities

Capital expenditure:	NA
Operating expenditure:	NA

Part B: Position specifications continued

Key Accountabilities

- Establish and lead the cultivation of solicitation of donations from trusts, foundations and corporates.
- Lead the stewardship and relationship management strategies for trusts, foundations and corporates.
- Contribute to the formation and implementation of the total fundraising plan.
- Management of reporting and monitoring on areas of responsibility including data management in Raiser's Edge.
- Manage the acquittal requirements for all grants received.
- Manage Baptcare's Community Grant process.
- Commitment to Workplace Health & Safety responsibilities as well as the wellbeing in the wider team

Key Tasks

- Develop and implement a robust strategic plan in collaboration with the Donor Coordination and Head of Mission and Communications.
- Undertake research and identification of prospective grants from trusts, foundations and corporates.
- Develop and present funding requests based on annual funding goals of Baptcare.
- Build positive relationships with key people with the ability to negotiate successfully and achieve positive outcomes.
- Drive the planning, development and timely delivery of trust, foundations and corporates communications.
- Support and contribute to the implementation of the strategic framework.
- Participate in the continued development of growth strategies by contributing subject matter expertise.
- Develop a reporting framework for income and projection of income growth through areas of responsibility.
- Develop a results-driven culture of professionalism.
- Document proposals and contracts, and monitor partnerships to ensure positive and purposeful activities, which include impact assessment and evaluation



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- Actively engage with the Mission Development Department to profile partnerships where relevant.
- Coordinate and manage the grant acquittal process.
- Manage the Baptcare Community Grant process.

Part C: Person specification

Key selection criteria

- Four to six years' experience in managing diverse high value relationships with trusts, foundations and corporates.
- Proven track record of success in dealing with trusts, foundations and corporates.
- Highly developed influencing and negotiation skills.
- Extensive experience in prospective grant research, cultivation and solicitation.
- Excellent interpersonal presentation and communication skills with a strategic approach, including the proven ability to be able to "make the ask."
- The ability to work collaboratively and independently while remaining flexible.
- Demonstrated experience in building trustee relationships, and successfully acquit for grants received.
- Capacity to work independently from home on a regular basis.
- An understanding of Baptist culture and a commitment to demonstrate and display Baptcare's mission and values.

Qualifications and Experience

Essential:	<ul style="list-style-type: none"> • Tertiary degree in a business, marketing or communications field
Desirable:	<ul style="list-style-type: none"> • Diploma of Fundraising or Diploma in Direct Marketing

Other

Essential	<ul style="list-style-type: none"> • Membership of the Fundraising Institute of Australia or other peak industry body • Satisfactory Police Check • Annual Influenza Vaccination • Understanding of the Privacy Act 1988
Desirable	<ul style="list-style-type: none"> • Experience in using Raiser's Edge or similar CRM

Part D: Baptcare Expectations of Staff Behaviour

Expectation of behavior

All staff play a key role in shaping and influencing workplace culture. This requires a consistent approach and commitment to the following:

- Treat everybody with respect and dignity and value people for who they are their unique contribution, irrespective of role or level in the organisation
- Accept that I have a key role in representing the team I service to the broader organisation and for positively promoting the organisation to the team and in any external environment



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- Be clear and open about decision-making processes, wherever possible providing opportunities for others to be involved in decisions that affect their work. Give new ideas from others a fair hearing and proper consideration. Promote and role model an open, inclusive and collaborative approach
- Take a proactive approach to workplace health, safety and staff wellbeing
- Participate in staff learning and development and recognize the value of ongoing professional and personal development for myself
- Actively encourage feedback from others about how I am going as a team member
- Role model positive behaviours at all times and ensure that I choose my attitude when I come to work
- Always behave ethically and with integrity
- Be engaged and have fun at work

DECLARATION

Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.
Employee	Name: Signature: Date: / /
Baptcare representative	Name: Signature: Date: / /