**PARTNERSHIPS MANAGER**

## General Information

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| General Information | |
| Position Title: | *Partnerships Manager (Corporate and Major Gifts)* |
| Reports to: | *Executive Manager Partnerships* |
| Program/Service: | *DRA Partnerships Team* |
| Location: | *Melbourne, VIC* |
| Date approved by Human Resources: | *28th June 2021* |

**Key Result Areas**

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| Key Result Area | Responsibilities |
| Manage existing Partnerships | * Maintain & strengthen existing relationships with corporates, churches, business, supporters, donors, community groups, and ambassadors with a view to growing donor revenue & increasing engagement & awareness with Destiny Rescue |
| Generate new fundraising revenue | * Develop new partnerships with corporates, churches, businesses, supporters, donors, community groups, and ambassadors to increase Destiny Rescue’s profile, impact and influence across your area of responsibility. * Present and speak at conferences, churches and events as required to highlight the work of Destiny Rescue with the aim of retaining & engaging new supporters. * Research and apply for trust and foundation grants, seek out bequest leads and other opportunities to increase the impact the organisation can have. |
| Advocacy & Awareness | * Raise awareness in Australia about the issue of Human Trafficking and the sexualisation exploitation of children. * Educate Australian’s on how children are exploited and how we can stop the sale of children across the globe. |
| Strategy development | * Develop & implement strategies for growing Destiny Rescue’s profile & fundraising opportunities in conjunction with the Partnership Team. * Contribute to the planning and implementation of expansion strategies for all fundraising opportunities across your area of responsibility. |
| Donor management & reporting | * Maintain accurate documents utilising Salesforce and other databases for all existing and potential partnerships to facilitate growth. * Prepare and produce weekly reports to the Executive Manager Partnerships. |
| Team collaboration | * Contribute as part of the Partnerships Team by sharing relevant contacts, leads, best practice and collaborative problem solving for all issues within the team. * Work collaboratively with team members of the logistic support, administration and finance teams to obtain effective scoping of expectations and results and be seen as an active participant in their success. |
| Other | * Meet activity and result KPI’s as agreed. * Comply with all Destiny Rescue Policies & Procedures. * Uphold Workplace Health & Safety Policies & Procedures. * Attend & participate in weekly department meetings. |

**Key Selection Criteria**

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| KSC 1 | **Minimum Qualifications Required**   * Tertiary qualifications in Sales, Marketing, Communication, or equivalent experience |
| KSC 2 | **Minimum Experience Required**   * At least five years of experience in corporate or major donor fundraising, with demonstrated success in engaging with corporates or major donors for fundraising in not-for-profit organisations * A demonstrated capacity to build the influence and impact of an organisation by developing and managing relationships with external stakeholders * Experience in a relationship building role (e.g. salesperson, customer service, account management) * Proven track record of generating significant gifts from high net worth individuals or corporates * Well-developed administrative skills * Experience publicly representing an organisation |
| KSC 3 | **Other knowledge required by the position?**   * Strong knowledge of designated geographical area with strong existing networks across either corporate and/or church * Experience in advocating for the end of human trafficking. |
| KSC 4 | **IT / Computer Skills Required**   * Ability to identify and utilise new technologies to support relationship management * Ability to operate Microsoft Office applications at an intermediate level, including the following applications: Word, Excel, Outlook, and PowerPoint. * Knowledge of Customer Relationship Management software (e.g. Salesforce) and processes |
| KSC 5 | **Acceptance of Mission, Vision, and Values**  * Willing and able to work within a Christian context and comply with all Destiny Rescue Policies & Procedures. * Uphold Workplace Health & Safety Policies & Procedures. * Attend & participate in weekly meetings. |
| KSC 6 | **Drivers Licence and Passport**   * Possess a current Australian driver’s licence. * Current passport or willingness to secure one |
| KSC 7 | **Communication**   * Exemplary communication skills, including persuasive negotiating and public speaking abilities * Exemplary interpersonal skills, including the ability to network with people of diverse ages |
| KSC 9 | **Problem Solving**   * Highly developed problem solving, decision making and negotiation skills. |

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| Date | Staff Name | Staff Signature |
| Insert Date here |  |  |
| Date | Manager Name | Manager Signature |

*\*\*\* As our organisation is continually growing, the needs of each of our positions are subject*

*to change; therefore, the applicant will need to be adaptable to meet these changing needs. \*\*\**