**POSITION DESCRIPTION**

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| **General Information** | |
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| **Position Title:** | **Partnership Development Manager** |
| **Incumbent:** | **Ruth Power** |
| **Function & Team/Program:** | **Corporate Partnerships, Strategy & Philanthropy** |
| **Territory:** | **Sydney** |
| **Manager’s Position Title:** | **Senior Partnerships Development Manager** |
| **Manager’s Name:** | **Rosie O’Brien** |
| **Date Prepared:** | **11/04/2022** |
| **Prepared By:** | **Rosie O’Brien, Senior Partnerships Development Manager** |
| **Approved By:** | **Judy Barraclough, Head of Strategy and Philanthropy** |

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| **Primary Purpose of this Position *(In one sentence - why does the role exist?)*** |
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| To secure long-term high value partnerships with corporates and major businesses to achieve agreed individual growth targets for The Smith Family. |

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| **Scope** | |
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| **Direct Reports to this Position** | **Indirect Reports** |
| By Position Title | Total Number |
| Nil | Nil |
| **Financial Dimensions controlled by this Position *(Include key financial metrics such as revenue growth, income & expense budget, etc)*** | |
| **Direct control** | **Indirect control** |
| * Revenue growth * Sourcing of non-financial contributions that reduce organisational expenses (pro bono and in-kind) | Nil |
| **Other Dimensions of this Position** | |
| Based in Sydney, which will include occasional interstate travel. | |

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| **Setting Priorities *(how is work prioritised)*** | |
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| How often does employee prioritise their own work? | Daily, weekly and monthly |
| How often does employee determine the priorities of others? E.g. Daily, weekly, monthly, annually, other | Weekly, monthly & annually  Due to the nature of the position, this role will have direct impact upon the workflow of others in the organisation, including activity relating to prospecting, the development and assessment of new opportunities, budgets and finance, establishment of new project milestones and other related team planning. |

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| **Key Relationships *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*** | |
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| **Internal** | * Head of Philanthropy * National Manager, Corporate Partnerships * Senior Partnership Development Manager, * Senior Partnerships Manager * Partnership Development Managers * Partnership Managers * Corporate Partnerships Coordinator * Philanthropy Communications Manager * Philanthropy Operations Coordinator * Communications and Marketing functional area * Policy & Programs team * Volunteering team * General Managers, State/ Territory Operations team * Finance team |
| **External** | * Corporates and businesses, primarily Corporate Social Responsibility (CSR) teams, Corporate Affairs and Marketing departments * Relevant professional associations such as ACCSR, FIA, Pro Bono Australia |

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| **Key Decision Making in this Role *(What are the key decisions and recommendations made in this role?)*** |
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| *Decisions Expected*  Decisions related to:   * Income generation and management of individual business development and partner renewal pipeline and portfolio * Engagement with stakeholders |
| *Recommendations Expected*  Work in collaboration to:   * Adjust focus areas as needed * Recommendations are required for all decisions noted above |

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| **Key Responsibilities / Accountabilities *(List the major areas from largest % of job to smallest)*** | |
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| **Key focus area #1: Business Development** | **% of Job: 95%** |
| Contribute to The Smith Family’s objectives for revenue growth through:   * Develop a robust, sustainable qualified pipeline of warm active prospects to meet individual revenue targets; * Secure new partnerships with corporates and major businesses and grow existing partnerships, to achieve agreed individual revenue targets for The Smith Family; * Create persuasive pitch and marketing materials for proposals to prospective partners, in close consultation with internal stakeholders; * Clear communication of TSF’s value proposition and partnership model; * Collaborate with the Senior Partnership Manager for timely transition of partners between Partnership Development and Partnership Management teams; * Collaborate with the Partnership Management team on developing and activating renewal and growth plans for existing partners; * Remaining abreast of new information and innovations in CSR partnerships; * Contribute to strategic projects as required. * Develop clear engagement plans for prospects, to enable onboarding | |
| **Key focus area #2: Strategic alignment, financial tracking and reporting** | **% of Job: 5%** |
| * Regularly track donations and record partner interactions through Connect and other systems as required; * Manage administration of transactions in line with set processes; * Provide regular reporting on agreed targets; and   Document and track of key activity measures. | |
| **Key Challenges in Achieving Goal(s): *(What are the key challenges faced by this role in meeting goals/objectives)*** | |
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| * Stakeholder engagement with internal and external stakeholders, with clear informed analysis of TSF opportunities * Managing stakeholder expectations * Growing corporate partnerships income | |

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| **Qualifications, Experience and Competencies: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*** | | |
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| **Education /**  **Qualifications / Memberships:** | **Essential** | **Desirable** |
| * Tertiary qualifications in relevant discipline e.g. business management. |  |
| **Experience:** | **Essential** | **Desirable** |
| * Five+ years’ experience of active new business development in the NFP sector, preferably in a corporate partnerships function. * Demonstrated experience in developing and implementing stewardship plans * Experience in social or consultative solution selling * Documented track record of meeting and exceeding financial targets by attracting new partners * Proven experience in pitching and presenting to C-suite stakeholders or senior managers * Experience with a Customer Relationship Management (CRM) database | * Experience and knowledge of marketing and communications principles and practice |
| **Competencies:** | **Essential** | **Desirable** |
| * Strong ability to think strategically and tactically * Ability to thrive in fast-paced environment, comfort with ambiguity and excellent interpersonal skills * Outstanding application of fundraising practice and stewardship techniques * Strong relationship building and networking skills * Ability to demonstrate alignment of The Smith Family goals in conjunction with the prospective partners’ goals to build sustainable partnerships which are mutually beneficial * Broad-based knowledge of corporate giving and community involvement * Advanced knowledge of Microsoft Office suite, in particular PowerPoint and Excel * Commitment to professional learning and knowledge sharing | * Skilled tender and proposal writer * Competency with Microsoft Dynamics CRM * Collaborative, dynamic team player |