



## Partnerships and Operations Coordinator Role Description

### **About Gidget Foundation Australia:**

Gidget Foundation Australia (GFA) is a not-for-profit organisation that supports the emotional wellbeing of expectant and new parents to ensure those in need receive timely, appropriate, and specialist care.

### **About the role:**

The Partnerships and Operations Coordinator is required to assist the Partnerships and Operations Director by supporting the building and delivery of partnerships with Corporate Partners, as well as driving the implementation of fundraising initiatives, events, and the operational needs of the Foundation.

### **Primary Responsibilities:**

The Partnerships and Operations Coordinator is responsible for working closely with the Partnerships and Operations Director on corporate partnerships, brand collateral, events and fundraising partnerships, merchandise, support for the Founding Committee and administration. The role reports to the Partnerships and Operations Director.

### Partnerships

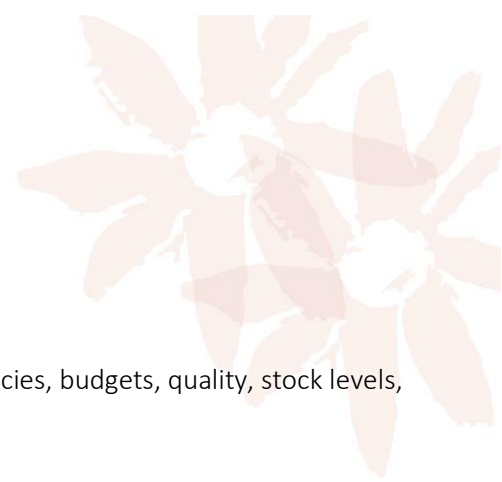
- Work closely with the Partnerships and Operations Director to maintain relationships with current corporate partners to drive mutually beneficial deliverables.
- As required, assist and support relationships with new corporate partners.
- Act as the initial contact for corporate partner enquires which come into the Foundation.
- Assist with the administration of new partnership proposals.
- Manage day-to-day partnership administration.
- Coordinate partnership agreements and contracts and prepare a renewal schedule.

### Brand Collateral

- Coordinate the logistics of all collateral including, but not limited to, print quotes and orders.
- Manage the collateral register and ensure all collateral is accurately tracked and stock levels are maintained.
- Coordinate the production of brand premiums and signage.

### Events and Fundraising

- Support and coordinate the *Bun in the Oven* campaign and facilitate partner support.
- Support the *Have a Yarn for Gidget* campaign, as required.
- Work with the Partnerships and Operations Director to coordinate the event management of the Foundation's events including, but not limited to, Gidget Ladies' Lunch, Rugby Lunch, Melbourne Cup Lunch, Boardroom Lunches, and Baby Expos.
- Support the event management of the Perinatal Mental Health Conference.



#### Merchandise

- Manage Bunny Books and all merchandise inventory.
- Coordinate all other merchandise including quotes, samples, cost efficiencies, budgets, quality, stock levels, promotion of items on the website and other channels.

#### Founding Committee Meeting Support

- Attend committee meetings\*, prepare agendas and write minutes for each meeting.  
*\*Please note these meetings are held outside of business hours with approximately 10 meetings scheduled annually.*

#### Administrative Support

- Provide administrative support as needed for partnerships and operations.
- In consultation with the team, coordinate the GFA planning calendar annually in November for the year ahead.

#### **Essential Criteria**

- 3+ years of working in corporate partnerships, stakeholder management and/or event management.
- Ability to manage time and deadlines effectively and to work within a fast moving, environment.
- Experience with CRM systems (particularly Salesforce) is desirable.
- Excellent verbal and written communication skills.
- Ability to work in a team and autonomously.
- Exceptional organisational skills.
- Has a motivated, energetic approach and attitude.

#### **FTE:**

This position will be five days located at Gidget House North Sydney with occasional flexibility.

#### **Contract:**

This role will initially be contracted for a one-year period, with the option to extend as required and feasible.

*Please note, from time to time, all employees are asked to partake in jobs which are 'outside' their job description. We ask for your cooperation and understanding in supporting the team as required.*