

POSITION DESCRIPTION

General Information	
Position Title:	Corporate Partnership Coordinator
Function & Team/Program:	Fundraising - Corporate Partnerships
Location(s):	Sydney or Melbourne
Manager's Position Title:	Linnæe Clarke
Manager's Name:	Senior Manager, Corporate Projects, Insights & Engagement
Date Prepared:	May 2025
Prepared By:	Tiffany Jeffs
Approved By:	Joshua O'Rourke
Primary Purpose of this Position	
The primary purpose of this role is to provide administrative support to the Corporate Partnership Team and the Philanthropy Group Manager. This includes coordinating corporate engagement and volunteering activities, including workplace giving.	
Scope	
Direct Reports to this Position	Indirect Reports
N/A	N/A
Financial Dimensions controlled by this Position	
Direct control	Indirect control
Nil	Workplace giving income and reporting.
Other dimensions of this role	
<ul style="list-style-type: none"> • Coordinate administration processes for workplace giving including external platforms. • Supporting the coordination of corporate engagement activities including volunteering. 	
Setting Priorities	
How often does employee prioritise their own work?	Weekly
How often does employee determine the priorities of others?	N/A
Key Relationships	
Internal	<ul style="list-style-type: none"> • National Manager, Corporate Partnerships • Senior Manager, Project, Insights & Engagement • Corporate Partnership Team members • Fundraising team members • Database Maintenance and Care Coordinator • Finance Team • Philanthropy Group Manager
External	<ul style="list-style-type: none"> • Corporate partners • Workplace giving participants • Third party platforms • Industry groups
Key Decision Making in this Role	

Decisions:

- Process improvements and data integrity enhancements.
- Operational management of program volunteering and other event activities as defined by the Senior Manager, Projects, Insights and Engagement.
- € In collaboration with National Manager, Fundraising Operations and Insights CRM reports, ensure the Corporate Partnership team are informed of changes, requirements and timelines to maintain and update records.

Key Responsibilities / Accountabilities

Focus Area: Partnership Development

% of Job: 20%

- Support the identification of prospects suitable for strategic partnership consideration
- Support the development of proposals and pitches
- Support the launch activity of of new partners

Key Responsibilities / Accountabilities

Focus Area: Workplace Giving

% of Job: 20%

- Manage an external workplace giving platforms (i.e. Good2Give) and industry bodies (i.e. Workplace Giving Australia)
- Support database management to ensure that giving records are accurate and complete.
- Coordinate external communications, including quarterly Workplace Giving newsletter, communication on third-party platforms, and employee/employer guides.
- Support SMPIE with materials for Partner presentations

Key Responsibilities / Accountabilities

Focus area: Engagement & Volunteering

% of Job: 20%

- Support Corporate Partnership Team with recruiting corporate volunteers by preparing materials and internal processes to promote volunteer and other engagement opportunities
- Collaborate with SMPIE to create weekly Engagement update
- Support the Corporate Partnerships Team to access volunteer data, including participation, volunteer hours, student impact, particularly in the creation of impact reports.
- Maintenance of Engagement Directory

Key Responsibilities / Accountabilities

Focus area: Administration & Data Analysis

% of Job: 40%

- Create and maintain templates and team processes to facilitate monthly reporting.
- Prepare and maintain team calendar of activities liaising with other functions where required.
- Collaborating with the Fundraising Operations team to facilitate data entry into the CRM to ensure data is captured in a timely and consistent way.
- Support governance and compliance processes and maintain records.
- Facilitate updates to materials and internal assets such as SmithNet and webpages.
- Support recruitment and onboarding. Facilitate access to equipment, systems and other platforms
- Capture and share feedback to support the continuous improvement of process.

Key Challenges in Achieving Goal(s):

- Managing multiple internal and external stakeholders with various needs.
- Retaining Workplace Giving participants with communication restrictions.
- Taking a flexible and creative approach whilst working within resource constraints.

Qualifications, Experience and Competencies:

Education / Qualifications / Memberships:

Essential	Desirable
<ul style="list-style-type: none"> • Tertiary qualification in business-related discipline and/or relevant experience. 	<ul style="list-style-type: none"> • Recognised fundraising qualifications.

Experience:

Essential	Desirable
<ul style="list-style-type: none"> • Experience in a customer service role. • Experience using a CRM database. • Experience working collaboratively across teams. • Experience working with budgets and expenditure. 	<ul style="list-style-type: none"> • Experience using business intelligence tools will be highly regarded. • Previous marketing/ communications experience within a non-profit/ fundraising team.

Competencies:

Essential	Desirable
<ul style="list-style-type: none"> • Analytical skills and passion to use data to drive innovation and success. • Good time management and deadline focussed and ability to create innovative solutions to overcome challenges. • Excellent communication and organisational skills. • A professional approach, work ethic and attention to detail. • Ability to plan, prioritise and set timeframes, with shifting and sometimes short deadlines. • Excellent stakeholder management and influencing skills • Proven customer service orientation and the ability to deal with others at all levels of an organisation (both internally and externally) with a results orientated and 'can do' attitude. • Demonstrated drive and motivation, ability to self-reflect, and commitment to learning and personal growth. 	<ul style="list-style-type: none"> • Proven ability to work as part of a high performing / fast paced team.

