



POSITION DESCRIPTION

Position:	Director, Partnerships and Engagement
Reports To:	CEO
Direct Reports:	3
Status:	Permanent (0.8 – 1.0 FTE)
Classification	SCHADS level 7
Location	Hybrid. Melbourne or regional Victoria based, with access to the Woodend office and flexible work from home.

ORGANISATION BACKGROUND

Youth Live4Life is a registered health promotion charity delivering an **evidence based, place based, and community led youth mental health and suicide prevention model** across rural and regional communities.

We partner with schools, local government, health services, and young people to build sustainable, whole of community approaches that improve mental health literacy, strengthen help seeking, and support young people to thrive.

The Live4Life model has been implemented in 14 communities across Victoria and Tasmania and continues to grow in response to increasing demand.

Our work has been recognised as a case study in the Royal Commission into Victoria's Mental Health System, highlighting innovation in community led mental health solutions.

More information about our work and impact can be found at www.live4life.org.au

Core Values: Inclusion, Integrity, Collaborative and Respectful

OUR COMMITMENT TO CHILD SAFETY

All children and young people who are involved with Youth Live4Life have a right to feel and be safe. The welfare of young people is always our first priority and we have a zero-tolerance approach to child abuse and harm. We aim to create a child safe and child-friendly environment where children and young people feel safe while improving their mental health and wellbeing.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

Youth Live4Life is committed to building a diverse and inclusive organisation that reflects the communities we work with. We value and respect people of all backgrounds, identities, and experiences.

We recognise the importance of inclusion in improving mental health and wellbeing outcomes, and we are committed to creating a safe, respectful, and welcoming environment for all young people, staff, volunteers, and partners.

We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, LGBTQIA+ communities, people with disability, and those with lived experience of mental health challenges.

POSITION SUMMARY

The Director, Partnerships and Engagement is a senior leadership role responsible for leading Live4Life's fundraising, philanthropy, corporate partnerships, communications, and advocacy and engagement activities.

This role plays a lead role in driving revenue growth and diversification to support Live4Life's expansion and long term sustainability.

The role stewards and grows a portfolio of high-value philanthropic and corporate supporters, translating Live4Life's program priorities into compelling funding and partnership opportunities that enable long-term impact and sustainability. It provides strategic oversight of all fundraising streams, including corporate partnerships, high-net-worth individuals, trusts and foundations, and Live4Life donor acquisition and stewardship.

Working closely with the CEO and Management Team, the Director supports organisational growth, sustainability, and effective engagement with government, funders, partners, and stakeholders, while ensuring that the voices of young people and their communities are heard and reflected in advocacy, policy, and program development.

KEY RELATIONSHIPS

Internal	Effective working relationship required with all Live4Life staff, particularly with Executive team and Managers, Board Committees, Volunteers and Philanthropy specialists
External	Major donors, philanthropists and high-net-worth individuals Corporate partners and business leaders Trusts and Foundations Live4Life donors and supporters Young people and youth representatives Community partners – including local government, health and community services, funders and schools Prospective communities Key stakeholders in the youth, mental health and suicide prevention sectors Local, state and federal government agencies and representatives

POSITION ACCOUNTABILITIES

Fundraising, Philanthropy & Partnerships

- Lead the implementation and continuous refinement of the Live4Life Fundraising Strategy to drive sustainable and diversified revenue growth
- Own and deliver against annual and multi year revenue targets, with clear accountability for pipeline development, conversion, retention, and overall income performance

- Steward and grow a portfolio of high value philanthropic and corporate supporters, increasing average gift size, securing multi year commitments, and maximising long term partner value
- Oversee and optimise all fundraising streams, including:
 - Corporate partnerships, including strategic and multi year partnerships
 - High net worth individuals and major gifts
 - Trusts and Foundations
 - Donor acquisition, appeals, and regular giving
 - Peer to peer fundraising and community led campaigns
 - Signature events and high value fundraising activations
- Build, manage, and actively progress a qualified revenue pipeline, applying disciplined prospect identification, qualification, and conversion practices aligned to organisational priorities
- Identify and unlock new revenue opportunities through strategic partnerships, co investment models, and alignment with Live4Life program priorities and growth areas
- Lead the end to end lifecycle of fundraising activity, including prospecting, cultivation, solicitation, negotiation, and stewardship
- Develop and execute tailored partnership strategies that move beyond transactional sponsorship toward strategic, values aligned partnerships
- Drive the development of compelling, high quality funding propositions, cases for support, and investment ready opportunities that clearly articulate impact and return on investment
- Embed a data informed and disciplined approach to fundraising, including CRM management, pipeline tracking, forecasting, and performance reporting
- Drive improved return on investment, participation, and conversion across peer to peer fundraising and event based campaigns
- Monitor philanthropic, corporate, and economic trends to proactively adapt strategy and maximise revenue outcomes
- Work closely with the CEO, Board, and relevant committees to leverage networks, unlock opportunities, and support revenue generation efforts
- Ensure all fundraising activity aligns with legal, ethical, and brand standards, and reflects Live4Life's values and community led approach

Communications & Brand

- Work in close partnership with the Communications & Advocacy Manager to align Communications & Marketing strategy with fundraising, partnerships, advocacy, and organisational priorities
- Provide strategic leadership and support that enables high-quality, consistent messaging and strong supporter engagement across all channels
- Collaborate to ensure Live4Life's brand, values, and impact are clearly articulated and reflected in all external communications
- Represent Live4Life at events, conferences, presentations, and sector forums as required, alongside and in support of the Communications & Fundraising function

Advocacy & Community Engagement

- Champion and amplify the voices of young people and rural and regional communities in policy, program development, and public discourse
- Work in partnership with the CEO and team to lead and coordinate advocacy initiatives, supporting a whole of organisation approach to youth mental health, suicide prevention, and community led solutions
- Support and enable young people and communities to participate meaningfully in decision making, including through consultation, co design, and representation opportunities

- Strengthen and leverage relationships with government, media, and sector partners, working collaboratively with internal teams to advance Live4Life's advocacy priorities and influence systemic change
- Support the organisation to effectively articulate its impact and evidence base, ensuring advocacy is informed by data, evaluation, and lived experience
- Ensure advocacy and engagement activities align with Live4Life's values, evidence based approach, and child safety standards

Leadership, Strategy & Government Relations

- Contribute to organisational strategy, business planning, and income forecasting
- Support the CEO with government relations, including engagement with local, state and federal government representatives, departments, and funders
- Represent the organisation in selected government and sector forums to support advocacy, visibility, and influence
- Support Board engagement in fundraising, partnerships, advocacy, and stakeholder relationships
- Provide high-level advice, reporting, and leadership to the CEO and Board

PEOPLE MANAGEMENT

- Ensure a safe work environment and compliance with Live4Life policies
- Effectively lead staff in all aspects of people management including providing guidance, support and development
- Ensure a positive and inclusive workplace culture
- Monitor, prioritise and coordinate workflow of any direct reports

KEY SELECTION CRITERIA

KEY SELECTION CRITERIA (Essential)

- Demonstrated success in generating revenue and securing new partnerships, including major gifts, corporate funding, or multi year agreements
- Proven ability to build and convert a high value pipeline, from prospect identification through to closing and ongoing stewardship
- Strong existing network of senior relationships across philanthropy, corporate, and/or government sectors, with the ability to activate these to create funding opportunities
- Experience developing compelling funding propositions and partnership offers that clearly articulate impact and value
- Strong relationship building and influencing skills, with the ability to engage senior stakeholders and build trust across diverse settings, including regional and rural communities

Desirable

- Experience working in or with the not for profit, community, youth, health, or related sectors
- Understanding of or commitment to youth mental health, wellbeing, and community led approaches
- Experience engaging with regional and rural communities and stakeholders
- Demonstrated people management experience, including supporting and developing staff
- Familiarity with CRM systems and data driven fundraising practices

Personal Attributes

- Strong relationship-building capability with a collaborative and proactive approach
- Growth mindset with strategic thinking and problem-solving ability
- High ethical standards and strong alignment with Live4Life's values
- Highly organised, detail-oriented, and outcomes-driven
- Self-reflective and committed to continuous improvement

CONDITIONS OF EMPLOYMENT

- A current National Police Clearance Certificate will be required.
- Valid Working with Children Check card
- Current Victorian driver's license
- Some work and contact outside of normal business hours may be required from time to time.
- Occasional travel across regional and rural Victoria and occasional interstate travel may be required.

REWARDS AND BENEFITS

- Welcoming and supportive environment with passionate, friendly, supportive people committed to working together to assist an organisation that lives its values and principles
- Live4Life provides a diverse range of services that allows professional development and growth:
 - an Employee assistance program
 - access to a work vehicle in some locations and,
 - purchased leave options to support a flexible work environment.
- Salary packaging benefits of up to \$15,900 for general living expenses and an additional \$2,650 for entertainment benefits per annum.