

POSITION DESCRIPTION

General Information	
Position Title:	Partnership Development Manager
Function & Team/Program:	Fundraising - Corporate Partnerships
Location(s):	Sydney or Melbourne
Manager's Position Title:	Alex Tardif
Manager's Name:	Senior Manager, Partnership Development
Date Prepared:	May 2025
Prepared By:	Tiffany Jeffs
Approved By:	Rosie O'Brien
Primary Purpose of this Position	
To develop strategic, purpose-driven partnerships that deliver measurable social impact, align with corporate ESG priorities, and contribute to The Smith Family's mission and revenue growth.	
Scope	
Direct Reports to this Position	Indirect Reports
N/A	N/A
Financial Dimensions controlled by this Position	
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 role	
Some travel may be required	
Setting Priorities	
How often does employee prioritise their own work?	Weekly
How often does employee determine the priorities of others?	Weekly, monthly & annually. Due to the nature of the position, this role directly impacts the workflow of others across prospecting, opportunity assessment, budgeting and finance, project milestones, and related team planning.
Key Relationships	
Internal	- National Manager, Corporate Partnerships - Senior Manager, Partnership Development - Corporate Partnership Team members - Fundraising & Communications team members - Philanthropy Group Manager
External	- Corporate partners - Industry groups

Key Decision Making in this Role

Decisions:

- Decisions: Income generation and management of individual business development and partner renewal pipeline and portfolio; Engagement with stakeholders
- Adjust focus areas as needed, in collaboration with internal stakeholders;

Key Responsibilities / Accountabilities

Focus Area: Partnership Development

% of Job: 95%

- Contribute to revenue growth by developing a robust, qualified pipeline of warm, active prospects to meet individual targets
- Secure new partnerships and grow existing ones to achieve agreed revenue targets
- Create persuasive pitch and marketing materials in close consultation with internal stakeholders
- Clearly communicate The Smith Family's value proposition and partnership model
- Collaborate with the Senior Partnership Manager for timely transition of partners between Development and Management teams
- Collaborate with the Partnership Management team on renewal and growth plans
- Remain abreast of innovations in CSR/ESG partnerships
- Contribute to strategic projects as required
- Develop clear engagement plans for prospects to enable onboarding

Key Responsibilities / Accountabilities

Focus Area: Strategic alignment, financial tracking and reporting

% of Job: 5%

- Regularly track donations and record partner interactions through Connect and other systems
- Manage administration of transactions in line with set processes
- Provide regular reporting on agreed targets
- Document and track key activity measures

Key Challenges in Achieving Goal(s):

- Stakeholder engagement with internal and external stakeholders, with clear informed analysis of The Smith Family opportunities
- Managing stakeholder expectations
- Growing corporate partnerships income

Qualifications, Experience and Competencies:

Education / Qualifications / Memberships:

Essential	Desirable
• Tertiary qualification in business-related discipline and/or relevant experience.	• Recognised fundraising qualifications.

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 using business intelligence tools will be highly regarded. • Previous marketing/ communications experience within a non-profit/ fundraising team.
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 with prospective partners' goals to build sustainable, mutually beneficial partnerships. • Broad-based knowledge of corporate giving and community involvement. • Advanced knowledge of Microsoft Office suite, particularly PowerPoint and Excel. • Commitment to professional learning and knowledge sharing.	• Proven ability to work as part of a high performing / fast paced team. • Skilled tender and proposal writer. • Competency with Microsoft Dynamics CRM. • Collaborative, dynamic team player.