



*every child deserves a safe start,
every family deserves dignity*

Partnerships Manager

Part-time (20-25 hours per week)

Position Overview

The Partnerships Manager is responsible for developing, managing and strengthening Roundabout Canberra's corporate and community partnerships.

The Partnerships Manager will work closely with the CEO to identify, develop and progress new partnership opportunities, while leading the stewardship and management of existing partnerships. A key focus of the role is ensuring partners feel deeply valued by Roundabout Canberra through strong relationship management, meaningful engagement and thoughtful stewardship.

Working closely with the CEO, Fundraising Manager and other team members, the Partnerships Manager plays a key role in supporting Roundabout Canberra's financial sustainability, community profile and long-term impact.

The role is part-time. Flexibility in structure and days of work can be negotiated.

The primary location of work is Roundabout Canberra's premises in Holt, ACT, with regular travel across Canberra and the surrounding region required for meetings and events.

Key Responsibilities

- Develop, manage and strengthen Roundabout Canberra's corporate and community partnerships, building meaningful long-term relationships that support the organisation's sustainability and impact.
- Lead the stewardship and management of existing partnerships, building meaningful and lasting relationships through thoughtful communication, creative engagement activities, and regular follow-up.
- Identify, research and progress new partnership opportunities, working closely with the CEO and other team members to develop relationships and grow support.
- Maintain a healthy pipeline of prospective partners and opportunities, proactively progressing relationships, follow-up actions and engagement activities to ensure opportunities do not stall or fall through the cracks.
- Identify opportunities to deepen engagement with corporate volunteer groups, supporters and community organisations, including progression into broader partnership opportunities where appropriate.
- Work collaboratively with the Fundraising Manager, Corporate Volunteer Coordinator and other team members to identify and develop opportunities that support Roundabout Canberra's fundraising and partnership objectives.
- Develop engaging partner communications, impact updates and recognition activities that demonstrate the impact of support and strengthen partner relationships.

- Coordinate and support partnership-related events, activations and engagement opportunities.
- Maintain accurate records and reporting through Salesforce and other relevant systems to support relationship management and organisational decision-making.
- Maintain a strong understanding of the Canberra corporate and community landscape to identify emerging opportunities and strengthen Roundabout Canberra's profile and connections.

Knowledge/Experience

- Demonstrated experience in stakeholder engagement, partnerships, fundraising, business development or a related field.
- Proven ability to build and maintain strong long-term relationships.
- Strong written and verbal communication skills, including experience preparing proposals, presentations and partnership communications.
- Demonstrated ability to identify opportunities, take initiative and achieve outcomes.
- Strong organisational and administrative skills with excellent attention to detail.
- Experience managing multiple priorities and maintaining momentum across competing activities.
- Experience using CRM systems (ideally Salesforce) and maintaining accurate records.
- Proven ability to work collaboratively and contribute positively within a team environment.
- Driver's licence and access to a vehicle.

Behavioural Competencies

Initiative & ownership	Takes ownership of relationships, opportunities and commitments. Maintains momentum through proactive follow-up, identifies practical solutions and opportunities, and ensures important activities are progressed.
Building Relationships	Builds and maintains strong relationships with partners, supporters and colleagues. Adapts communication style to different audiences and creates positive, lasting connections.
Delivering Results	Works to high standards, manages competing priorities and follows through on commitments. Maintains momentum and accountability.
Communication	Communicates clearly, professionally and confidently in both written and verbal interactions. Represents the organisation positively and effectively.
Collaboration	Works effectively across teams, shares information openly and contributes to a connected and supportive culture.
Initiative and Problem Solving	Identifies opportunities, takes initiative and proactively progresses work. Responds constructively to challenges and seeks practical solutions.

Role Model Our Team Commitments:

- **We have each other's backs:** We clearly communicate expectations. We ask questions with curiosity and care. We take the time to listen. We support innovative thinking and new ways of working. We build and maintain trust in each other.
- **We are committed to our mission:** We work collectively toward common goals. We embody our values in everything we do. We stay true to our purpose while remaining open to better ways of doing things.

- **We create a positive workplace:** We choose our attitude when we walk through the door. We know our own limits. We keep an open perspective. We will look for opportunities to connect (and have fun)!