



# Partnership Manager

---

Employment Type:	Permanent
Term	N/A
Department/Team	Communications and Growth, Partnerships
Reports to:	Director of Partnerships
Direct Reports:	N/A
Location:	Brisbane

---

## ABOUT THE ROLE

As Partnerships Manager you will play a vital role in developing, stewarding and engaging new and existing corporate partnerships, helping to drive vital funds and support from industry and the private sector for a better future for coral reefs. This is an exciting time to join the Partnerships Team at GBRF, working with an incredible portfolio of existing Partners and helping to grow the Foundation's pipeline of future supporters as we look ahead to 2032 and a time of increasing focus on Queensland and Australia.

The Partnerships Manager will manage a portfolio of high-level corporate partners with support and oversight from the Director of Partnerships, as well as supporting the Director of Partnerships and other senior staff with larger or more complex accounts as needed. They will guide and progress prospective and current partners through all stages of the donor cycle, from initial cultivation through solicitation, developing proposals and concept notes, and provide excellent stewardship and engagement to support the long-term engagement and renewal of partnerships.

A key part of this role is working closely with the Director of Partnerships to build and maintain a robust pipeline of prospects and a flexible suite of engagement opportunities for corporate partners to deepen their connection with the Foundation, including volunteering, Workplace Giving, events, program visits and other staff engagement activities.

This role reports to the Director of Partnerships but works closely with the broader fundraising and development team as well as key program managers to ensure that all our supporters are valued and provided with excellent care.

## SKILLS AND EXPERIENCE

1. Relevant tertiary qualifications and 5 years of corporate partnership or major donor portfolio management at the 5-figure to 6-figure level, ideally in a cultural, science or research institution.
2. A strong understanding of the Australian fundraising environment, giving trends and their application to charities and Foundations.
3. Demonstrated experience in a similar role managing high-value stakeholder relationships from identification through to stewardship, with strong organisational, administrative and process-management skills, and the ability to manage competing deadlines, and priorities.
4. Strong relationship-building skills and the confidence to communicate with influence across internal and external stakeholders, through both written and verbal channels.
5. Proven project management skills, with a strong track record of meeting strict deadlines and maintaining meticulous attention to detail.
6. Willingness to undertake ad hoc travel, as well as occasional after-hours and weekend work, as required by the role.

## KEY RESPONSIBILITY AREAS:

### Stakeholder Management and Operational Planning

- Manage a portfolio of five- and six-figure corporate partners end-to-end, from identification and cultivation through to stewardship and renewal, building strong, trusted relationships aligned with GBRF's mission and supported by high-quality engagement, reporting, and communication.
- Contribute to the development and delivery of the corporate partnerships strategy by identifying emerging trends, opportunities, and alignment with GBRF priorities, while building and maintaining a robust pipeline of prospective partners to grow and diversify revenue.
- Identify and secure partnership opportunities across restricted, unrestricted, and in-kind funding, and contribute to broader fundraising efforts through collaboration with internal teams.
- Work closely with the Director of Partnerships and senior staff to support best-in-class cultivation and partner management, including research, briefings, administration, and in-person engagement across portfolios.
- Lead and deliver the Workplace Giving program, working cross-functionally to achieve strategic, financial, and engagement targets.
- Plan and deliver a coordinated program of partner engagement and activations (e.g. events, trips, leadership engagement, speaking opportunities) in collaboration with Partnerships, Events, Programs, Fundraising, and Marketing teams.
- Collaborate cross-functionally to ensure consistent messaging, effective co-branding, and clear communication of GBRF's impact, including the development of proposals, reports, updates, and concept notes.
- Partner with the Programs team to translate program outcomes into meaningful engagement opportunities that keep partners informed, connected, and engaged with GBRF's work.
- Contribute to operational planning and performance management, including budgeting, financial tracking, reporting, and managing a personal workplan, with clear KPIs for revenue, engagement, and partner satisfaction.
- Represent GBRF externally at events and forums to build networks and partnerships, while advocating internally for collaboration and supporting new and existing partnership opportunities.
- **Governance & Compliance**
- Ensure data compliance, due diligence and record keeping across all work streams, using CRM and in compliance with GBRF policies and procedures as well as external (partner/legal) requirements.
- Ensure that the Foundation fulfills its contractual obligations to partners, and that stakeholders receive timely and appropriate updates.

### Operations & Systems

- Ensure accurate and timely documentation and reporting of partnership activities, agreements and communications through use of GBRF's project management tools and framework, Manage portfolio deliverables including timely and thorough invoicing and reporting against key Partnership KPI's and Partner priorities.
- Provide other administrative support where required and reasonable.
- Ad hoc travel required to support Partnership team and portfolio activities.

### People & Performance Management

- Actively participate in check-ins and annual performance appraisals, to identify deliverables, goals, and performance measures.
- Adhere to GBRF's code of conduct and embody GBRF values and expected behaviours and actively promote these standards among team members.
- Contribute to a positive organisational culture by promoting collaboration, inclusivity, and employee engagement.