



POSITION DESCRIPTION

PARTNERSHIP MANAGER

 ruok.org.au

 fb.com/ruokday

 youtube.com/ruokday

 [@ruokday](https://twitter.com/ruokday)

 instagram.com/ruokday

Job Title	Partnership Manager
Reports to	Strategic Partnerships Manager
Relates to	Existing partners, for profit businesses, industry representatives, sector collaborators, all R U OK? staff (in particular the marketing, campaign and partnership portfolios)
Type of position	Full Time
Location	The R U OK? office is located in North Sydney. R U OK? operates a hybrid work environment with 2-3 days in the office with remaining days working from home.
Qualifications and Experience required	<ul style="list-style-type: none"> • At least 3 years demonstrated experience in relationship management, developing and maintaining collaborative partnerships and/or sponsorships. • Strong communication skills in a corporate setting. • Ability to manage and negotiate partnership deliverables. • An understanding of the not-for-profit sector. • Ability to connect with people from a diverse range of for-profit and not-for-profit environments. • Highly driven to follow up on new opportunities. • Ability to work collaboratively with a reputation as a team player. • Willingness to travel and work outside of hours particularly at July-September peak period. • Commitment to high quality results with attention to detail. • An interest and passion for suicide prevention.
Other information	This role requires the ability to facilitate ongoing formalised partnership arrangements (contracts and MOU's) that help R U OK? broaden its reach to strengthen connections to the Australian community thus passion and an eye for detail are important.

Primary Purpose

A busy, multi-faceted role in which you will manage R U OK?'s existing, and future, portfolio of corporate partners and supporters.

This role will be highly communicative and consultative. It will involve a broad range of industry and sector liaison and will work closely with marketing and stakeholder relations team members (e.g. campaigns, marketing, communications, events).

Responsibilities

The responsibilities of this role include:

- Delivery of existing partnership contracted deliverables to strengthen the reach and impact of R U OK?'s work;
- Helping to ensure that R U OK? delivers above and beyond partner expectations;
- Championing R U OK? and ensuring best practice in all external communications and representations;
- Regularly meet with partners, to review deliverables and plan upcoming activity, preparing presentations as required.
- Account management duties to record meetings, new leads and conversations with attention to detail and an eye for opportunity
- Represent R U OK? at broader R U OK? events
- Annual development of partnership content and communication strategy with the marketing/digital team to ensure ongoing engagement for partners
- Work with the Events Manager and Community Ambassador Manager to deliver partnership events
- Be an active participant in internal and external thought leadership
- Provide reports as required; and
- Maintain CRM (Salesforce)

Key Performance Indicators

	KPI	Measures
1.	Servicing strategic partnerships	<ul style="list-style-type: none"> • Successful delivery of contracted benefits • Strong communication skills
2.	Demonstrated strength in networking and business development	<ul style="list-style-type: none"> • A friendly and approachable point of contact for R U OK? partners • Organising partnership meetings and attendance at events • Representing R U OK? at other events including conferences and R U OK? Conversation Convoy events
3.	Effective account management	<ul style="list-style-type: none"> • Effective delivery of account management tasks such as diary management, meeting notes and follow up, presentation preparation, event and Ambassador liaison • Manage and negotiate partnership deliverables • Work with the internal team to deliver partnership benefits to partners in a timely fashion
4.	Ensure positive reputation of R U OK?	<ul style="list-style-type: none"> • Partnership feedback • Sector interest and feedback
5.	Actively contribute to team cohesion and effectiveness	<ul style="list-style-type: none"> • Active contributor at weekly team WIPs (Work in Progress meetings) • Input into Board reports • Attendance and contribution at wider organisational strategy sessions • Annual performance review

Selection Criteria

The successful candidate is expected to have skills, knowledge and experience in the following areas (please give a relevant example to demonstrate your capability):

1. Proven success and capability in account management;
2. A natural relationship manager with an eye for opportunity;
3. A confident communicator with strong oral and written skills;
4. A 'people person' with emphasis on empowering meaningful connections in the workplace;
5. Ability to represent R U OK? in a variety of forums from grassroots community initiatives to high-level corporate context;
6. Self-motivated and action-oriented with the ability to work independently.

Remuneration and Conditions

- Permanent full-time employment agreement
- Commencing as soon as practical
- Benefits include extended leave provisions.
- \$120 k salary + superannuation
- Ability to salary sacrifice

About R U OK?

R U OK? is a charity dedicated to creating a world where we are all connected and protected from suicide. We're a small team that cares a lot about this issue. We welcome a team member who is passionate, will hit the ground running, be a team player and love their work as much as we do.

What you should know

Preventing suicide is one of the biggest challenges of our generation. It is a challenging and complex area to work as the impact and effect of suicide in Australia is profound.

R U OK? is a conversation movement working for long term behaviour change by helping people connect with one another. We live by our vision and work passionately towards a world where people are protected from suicide.

It is often said by those who work in the mental health and suicide prevention sector that you can be personally impacted by the stories and interactions of those you meet. Lived experience is welcomed in this role and a supportive environment is central to our team wellbeing. Empathy, compassion and an approachable persona are highly desirable attributes for this role, and an external network of family and friends is encouraged.

Highly regarded qualities include:

- Demonstrated understanding and commitment to the values of R U OK?
- Relationship driven and person-centric focus
- Looking for new opportunities and bringing fresh ideas to the role
- An ability to remain calm and organised during peak campaign periods
- An ability to work as part of a high performing team
- A commitment to personal self-care

How to apply

To express interest in this role, please email your cover letter and CV to recruitment@ruok.org.au addressing the below points in the cover letter:

- What you can bring to the role
- Why this is a passion of yours
- A work project that you are most proud of
- How you work in a team
- Anything else you would like us to know

Closing date: Applications will close 28th March. If you have any questions, please email recruitment@ruok.org.au