

## Partnerships and Pipeline Lead

 LOCATION	 EMPLOYMENT	 TEAMS	 LEVEL
Hobart	0.8 FTE	Business Services	Level 5

### Strategic contribution – your impact

The Partnerships and Pipeline Lead plays a critical role in strengthening NRM South’s financial sustainability and organisational resilience by ensuring partnership, funding, and diversification opportunities are actively progressed, coordinated, and converted into tangible outcomes.

The role enables the organisation to move from opportunity to outcome. It ensures that grants, partnerships, investment opportunities, and funding proposals are strategically coordinated, high-quality, and delivered on time, with clear follow-through and accountability across the organisation.

Working across all teams, the position maintains visibility of NRM South’s partnership and funding pipeline, ensuring opportunities are identified, tracked, prioritised, and progressed. The role directly supports revenue growth, partnership development, diversification, and long-term organisational resilience.

### Position overview – what the position looks like

Working closely with the CEO and Leadership Team, this role is responsible for maintaining visibility, momentum, and discipline across NRM South’s partnership and funding pipeline. It ensures opportunities are identified, prioritised, progressed, and converted into organisational outcomes through structured systems, quality proposal development, and disciplined follow-through.

The role supports partnership and stakeholder engagement activities but does not hold primary accountability for strategic relationship ownership, which remains with the Leadership Team and other designated organisational representatives. The position requires a highly organised and proactive individual who can work across teams, manage competing priorities, and maintain momentum across multiple opportunities simultaneously.

### About NRM South – Who we are

NRM South is a values-driven organisation, with people who:

- \* love to innovate
- \* pursue excellence in their work
- \* are passionate about natural resource management
- \* enjoy collaborating, value diversity and inclusiveness
- \* are committed to achieving outcomes that benefit Tasmania’s environment and communities

### OUR PURPOSE

NRM South is a not-for-profit organisation that works to keep our natural and productive landscapes healthy over the long term.

We are one of three natural resource management bodies in Tasmania and part of a national network of 54 similar entities.

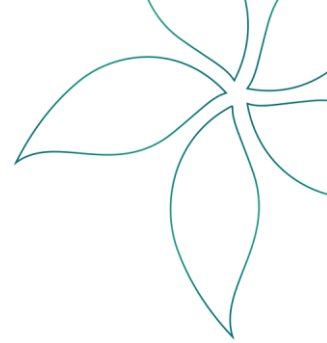
We are the ‘go to’ organisation for planning and delivery of natural resource management in southern Tasmania. We work in partnership with government, research, industry, NGOs, regional bodies, and the community to deliver strategic, coordinated, and collaborative programs.

### OUR VISION

*To facilitate collaborative action for healthy landscapes and seascapes, protected natural values, and sustainable livelihoods and lifestyles.*

### REGIONAL STRATEGY 2023

<https://nrmsouth.org.au/about-us/our-strategy/>



## Position relationships – Who you will be working with

Supervisor	Head of Business Services
Direct reports	* N/A
Internal relationships	* NRM South CEO and Leadership Team
	* All staff
	* NRM South Board Directors and Committee members, as/when appropriate
Key Stakeholders	* Government agencies (Commonwealth, State and Local)
	* Funding bodies and delivery partners
	* Philanthropy, industry stakeholders
	* Other NRMs
	* Contractors, consultants and technical experts

## Key accountabilities - What we expect of you

The Partnerships and Pipeline Lead is accountable for:

- \* Maintaining organisational visibility and discipline across the funding, partnership, and diversification pipeline
- \* Coordinating funding and partnership opportunities and progressing them to submission, investment, agreement, or activation
- \* Supporting development of high-quality funding, partnership, and investment proposals and submissions
- \* Maintaining CRM and stakeholder tracking systems to support engagement, relationship management, and follow-through
- \* Providing pipeline intelligence, opportunity analysis, and funding horizon visibility to support organisational planning and sustainability
- \* Ensuring funding and partnership processes are structured, timely, and aligned with organisational priorities
- \* Supporting reporting to funders and tracking delivery against funding commitments

## Duties and responsibilities - What you will do

Growth, Funding and Diversification	<p>Lead the coordination and active progression of grant, partnership, investment, sponsorship, philanthropic, and other diversification opportunities, ensuring they are prioritised, managed, and advanced to outcome.</p> <p>Maintain, prioritise, and drive the organisation’s partnership, funding, and diversification pipeline, ensuring strong alignment with organisational strategy, program delivery priorities, and emerging opportunities.</p> <p>Develop and maintain visibility of future funding horizons, partnership opportunities, diversification pathways, and pipeline risks, providing regular insights to the CEO, Head of Business Services, and Head of Program Delivery.</p>
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	<p>Support the development, drafting, quality assurance, and assembly of high-quality funding and partnership proposals, working with program and leadership staff to consolidate inputs into clear, compelling submissions.</p> <p>Establish and maintain proposal development templates, workflows, review processes, and quality assurance mechanisms to improve consistency, efficiency, and funding conversion rates.</p> <p>Work with program staff and leadership to translate organisational priorities, projects, and initiatives into compelling investment propositions aligned with government, philanthropic, corporate, and other funding priorities.</p> <p>Coordinate the progression of strategic partnerships from initial engagement through to agreement, investment, project development, or delivery activation, ensuring actions, commitments, and opportunities continue to move forward.</p> <p>Coordinate and drive follow-up actions to ensure funding opportunities, partnerships, and commitments are progressed and closed.</p> <p>Identify gaps, delays, bottlenecks, and risks in funding or partnership progression, taking proactive action to maintain momentum and avoid missed opportunities.</p> <p>Support reporting to funders and investment partners, ensuring obligations are tracked and delivered on time and to a high standard.</p>
<b>CRM and Stakeholder Coordination</b>	<p>Develop, maintain, and continuously improve the organisation's CRM system, ensuring stakeholder information is accurate, current, and actively used.</p> <p>Coordinate stakeholder tracking and follow-through, ensuring timely action on engagements, meetings, and commitments across the organisation.</p> <p>Use CRM insights and pipeline visibility to support identification and progression of partnership and funding opportunities.</p> <p>Support coordination of stakeholder engagement activities, events, and partnership processes in alignment with organisational priorities.</p>
<b>Coordination and Systems</b>	<p>Act as a central coordination point for funding and investment processes, ensuring alignment, visibility, and accountability across the organisation.</p> <p>Track actions, deadlines, and deliverables across funding activities, ensuring nothing slips and commitments are met.</p> <p>Establish and continuously improve systems, workflows, and processes that strengthen funding coordination, efficiency, and conversion outcomes.</p> <p>Provide clear, regular visibility of pipeline status, risks, and progress to the Head of Business Services, Head of Program Delivery, and CEO.</p>
<b>Health and Safety</b>	<p>Contribute to NRM South's work health and safety (WHS) approach, ensuring systems, practices, and responsibilities are supported and implemented in line with organisational policies and legislation.</p>
<b>Other duties</b>	<p>Fulfil other duties and reasonable directions as specified by the Head of Program Delivery or CEO, within scope of capabilities, experience, and responsibilities.</p>



## Position criteria - What attributes you will have

### Knowledge – What you know

- \* Understanding of philanthropy, corporate partnerships, grant processes, funding agreements, or proposal development.
- \* Awareness of government or NFP funding environments (desirable)
- \* Qualifications or experience in business, communications, project management, or a related field
- \* Familiarity with CRM systems, data tracking, and organisational systems
- \* Understanding of natural resource management, environmental programs, or related sectors, including awareness of key issues, funding priorities, and delivery contexts in the sector.
- \* Understanding of what makes a strong funding proposition in the environmental/NFP sector, including value proposition, impact framing, and alignment with government and philanthropic priorities.

### Experience – What you have done

- \* Experience coordinating grants, proposals, or funding submissions
- \* Experience managing pipelines, tracking processes, and ensuring follow-through
- \* Experience working across teams to coordinate inputs and deliver outcomes
- \* Experience in a deadline-driven, multi-project environment

### Behaviour – What you can do

- \* Highly organised with strong attention to detail and follow-through
- \* Able to manage multiple priorities and maintain momentum across tasks
- \* Confident coordinating across teams and ensuring accountability
- \* Strong written communication skills, including drafting proposals
- \* Proactive and solution-oriented

### Personal Qualities – Who you are

- \* Persistent and outcomes-focused
- \* Structured, reliable, and disciplined
- \* Comfortable driving work forward and following up others
- \* Practical and adaptable
- \* Committed to high standards and continuous improvement

### Other Position Requirements – essential or desirable

- \* Australian citizen or resident
- \* Current Drivers Licence