

Position Description

Position title	Strategic Partnerships Manager	Reports to	CEO
Location	National	Employment term	18 months fixed term
Employment Type	Fixed term full time	Hours of work	38 hours per week
Classification	SCHADS Award level 6		

Purpose of the position

CREATE Foundation is a systems advocate and national consumer body representing children and young people with an out-of-home care experience. CREATE is an organisation that is mission driven, adaptive, and creative in responding to the emergent needs and aspirations of children and young people.

Delivered through our Strategic Plan, Revenue Strategy, and Strategic Partnership Priorities our ambition is to expand our programs, extend our regional reach and advocacy, and strengthen support for young people in care, and transitioning from care. Realising this ambition depends on growing and diversifying our income.

The National Strategic Partnerships Manager leads CREATE's approach to philanthropic, corporate and funding partnerships, securing the sustainable and diversified income needed to grow our impact for children and young people with a care experience. This role operates with a high degree of autonomy across a complex, multi-jurisdictional environment. It requires someone who can think strategically and act practically.

Reporting to the CEO and contributing as a member of the leadership team, the role builds meaningful, values-aligned relationships with philanthropic funders, trusts and foundations, corporate partners and government, and translates CREATE's lived-experience impact into compelling cases for support. The role is focused on a partnerships and philanthropy strategy that directly enables CREATE's Strategic Plan priorities, while safeguarding the integrity, independence and ethical standards that make CREATE unique.

This role is offered on a fixed-term basis for a defined period to deliver a specific, time-limited project focused on income diversification and the establishment of CREATE's strategic partnerships and philanthropy function.

Key responsibilities

Strategy and Leadership

- Contribute to the development, implementation and evaluation of a strategic partnerships and philanthropy strategy aligned to CREATE's Strategic Plan and objectives.
- Contribute as a member of the leadership team to CREATE's overall strategic direction, providing input on income growth, partnerships and business development.
- Position strategic partnerships as a core organisational capability, building a culture of partnership engagement across teams.

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- Stay informed on philanthropic and funding trends, and provide advice to the CEO, executive team and Board on opportunities and risks within the Australian community sector.
 - Support the CEO, Board and senior leaders to participate confidently and appropriately in funder and partner relationships.
 - Deliver and report against agreed annual income, pipeline and partnership growth targets.

Partnership and Relationship Management

- Identify, cultivate and steward relationships with major donors, philanthropic trusts and foundations, corporate partners and aligned funders.
- Act as the primary organisational lead for high-value partnerships, including face-to-face engagement, presentations and negotiation of agreements on behalf of CREATE.
- Develop tailored engagement and stewardship plans that reflect partner interests, values and impact priorities.
- Secure corporate sponsorship, grants and in-kind support that meet agreed targets and offset core costs.
- Maximise the yield and reach of existing fundraising activities and events.

Grant Identification and Writing

- Proactively research, identify and pursue high value grant opportunities across government, philanthropic and corporate sources that align with CREATE's mission and Strategic Plan priorities.
- Maintain a forward pipeline and calendar of grant rounds, deadlines and eligibility requirements.
- Prepare high-quality, competitive grant applications and submissions, grounded in evidence, outcomes and the authentic voices of children and young people.
- Work with program, advocacy and finance colleagues to scope fundable initiatives, develop robust budgets and ensure applications are accurate and deliverable.
- Manage grant acquittals, reporting and compliance obligations, and maintain strong records of the grants pipeline and outcomes.

Case for Support and Opportunity Development

- Work with program and advocacy leaders to identify, scope and prioritise initiatives suitable for philanthropic and corporate investment.
- Develop high-quality cases for support, proposals and impact narratives grounded in evidence, outcomes and the authentic voices of children and young people.
- Ensure funding opportunities are investment-ready, with clear outcomes, budgets, timelines and evaluation measures.
- Work collaboratively with the leadership team to explore, test and implement new income-generating initiatives that diversify CREATE's revenue base.

Governance, Compliance and Ethical Fundraising

- Ensure all partnership, grant and fundraising activity complies with ACNC requirements, ethical fundraising standards, relevant fundraising legislation and CREATE policies.
- Establish and maintain a structured due diligence and ethical screening framework for partnerships, ensuring alignment with CREATE's mission, values, independence and long-term strategy.

- Uphold the safety, dignity and agency of children and young people in all use of stories, images and lived-experience content, consistent with CREATE's child-safe and consent practices.
- Develop and maintain systems, data and processes for tracking income, grants, relationships and reporting obligations.
- Prepare regular reports for the CEO, executive team and Board on performance, pipeline development and return on investment.

Organisational Citizenship and Compliance

- Demonstrate a strong commitment to CREATE's Mission, Vision and Core Principles.
- Operate in line with organisational policies, procedures and practice guides.
- Adhere to National Principles for Child Safe Organisations and apply a trauma-informed, and culturally safe approach at all times.
- Maintain confidentiality, professionalism and integrity in all interactions.
- Contribute positively to team culture and a safe working environment.
- Participate in national CREATE initiatives, projects and events.
- Undertake other reasonable duties consistent with the scope and responsibilities of the role.

Key Relationships

Internal

- Reports to Chief Executive Officer
- Collaborates with CREATE Executive team, broader Leadership team, and Board
- Collaborates with the CREATE National team

External

- Children and young people in care
- Philanthropic trusts, foundations, major donors and individual givers
- Government grant and funding bodies (state, territory and federal)
- Sector, community and First Nations organisations and partners
- Commonwealth, state and territory government Ministers, departments and senior officials as required
- Suppliers and contractors as relevant to role

Key Result Areas

- A partnerships and philanthropy strategy is underway and delivering measurable pipeline and portfolio growth, with a range of warm prospects, and income aligned to the Strategic Plan.
- Diversified and sustainable income is secured across philanthropy, corporate partnerships, trusts and foundations, and grants, meeting or exceeding agreed targets.
- A strong grants pipeline is maintained, with competitive applications converting into secured funding and acquittals delivered on time.
- High-value relationships are cultivated and stewarded, delivering funding, in-kind support and long-term partnership value.

- Compelling, evidence-based and ethically produced cases for support and proposals achieve strong conversion rates.
- All partnership, grant and fundraising activity is compliant, ethically screened and consistent with CREATE's values, independence and child-safe practice.
- Accurate, timely reporting enables sound decision-making by the CEO, executive team and Board, and the function operates within budget.

Skills and Knowledge

- Specialist knowledge of philanthropy, grant writing, fundraising, business development and partnership management, gained through a combination of experience, training or education.
- Ability to develop and improve operational policies, practices and guidelines in relation to funding, and to influence the operational activities of the organisation.
- Strong commercial acumen and the ability to understand and construct effective, mutually beneficial funding propositions.
- Highly developed written and verbal communication skills, including persuasive grant and proposal writing and credible public presentation.
- Advanced relationship management and negotiation skills, including the capacity to represent and negotiate on behalf of the organisation.
- Sound knowledge of governance, compliance and ethical considerations in fundraising and partnerships, including ACNC and fundraising regulation.
- Well-developed planning, project management and time management skills to deliver outcomes across competing priorities and grant deadlines.
- Knowledge of organisational structures and functions, and the capacity to work effectively across a multi-jurisdictional environment.

Qualifications, Licences and Experience

Essential

- A relevant tertiary qualification (for example business, marketing, philanthropy, social sciences or a related field) with substantial relevant experience; or an equivalent combination of experience, expertise and competence sufficient to perform the duties at this level.
- Demonstrated success in philanthropy, major gifts, trusts and foundations, corporate partnerships or strategic fundraising, ideally within the not-for-profit or community sector.
- Demonstrated grant-writing success, including researching opportunities and preparing competitive applications that secure funding.
- A proven track record in revenue generation and in securing and stewarding high-value relationships.
- Current employment-level Working with Children Check relevant to the state or territory of residence.
- Full working rights within Australia.



Desirable

- Experience working with, or reporting to, Boards and executive leaders in a complex community or human services environment.
- Understanding of, or the capacity to quickly acquire understanding of, the child protection sector.
- Experience working with government contracts, service agreements, grants or fee-for-service documentation.
- Knowledge of privacy, records management, child safe standards or charity governance requirements.

Competencies

- Operates under limited direction from senior management, undertaking a range of functions for which operational policies, practices and guidelines may need to be developed.
- Contributes to the management of the organisation, including assisting with or preparing budgets and establishing procedures and work practices.
- Exercises responsibility for decision-making in the work area and provides expert advice and consultancy to colleagues and stakeholders.
- Sets outcomes for the work area to achieve organisational objectives, and controls and co-ordinates a significant work area within budgetary constraints.
- Undertakes significant projects and functions involving analytical skills, problem definition, planning and the exercise of judgement.
- Negotiates on matters of significance with other bodies and members of the public on behalf of the organisation.
- Applies a high level of interpersonal skill to resolve organisational issues, negotiate agreements, and develop and motivate staff.

Extent of Authority

- Exercises a significant degree of autonomy in establishing and managing the operation of the partnerships and fundraising work area.
- May hold significant delegated authority, exercised in line with CREATE's Board-approved Delegations Schedule and aligned position classification.
- Selects methods and techniques for achieving outcomes based on sound judgement.
- Manages significant projects and functions, and may manage staff allocated on a temporary or permanent basis.
- Solutions to problems can generally be found in documented techniques, precedents or instructions, with advice available from the CEO on complex or unusual matters.



Selection Criteria

1. A relevant tertiary qualification (for example business, marketing, philanthropy, social sciences or a related field) with substantial relevant experience; or an equivalent combination of experience, expertise and competence sufficient to perform the duties of this role at this level.
2. Demonstrated success in securing funding through philanthropic trusts and foundations, major gifts, corporate partnerships or strategic fundraising, ideally within the not-for-profit or community sector, together with a proven track record in revenue generation.
3. Demonstrated grant-writing success, including researching and identifying opportunities, and preparing competitive applications and submissions that secure funding.
4. Proven ability to build, secure and steward high-value relationships with senior stakeholders, donors and partners, including negotiating and representing an organisation with credibility and integrity.
5. Experience working with, or reporting to, Boards and executive leaders in a complex community or human services environment, including contributing to strategy and providing advice.
6. A demonstrated commitment to CREATE's Vision, Mission and values, including lived-experience leadership, First Nations self-determination and cultural safety, and child-safe practice.

CREATE recognises that the relevant skills, knowledge and capability for this role may be gained through lived experience, cultural knowledge, community involvement and non-formal pathways, and encourages applicants to outline these against the selection criteria where relevant.

Commitment to inclusion and cultural knowledge

CREATE Foundation strongly encourages applications from Aboriginal and Torres Strait Islander peoples, and applicants with lived experience of out of home care.

We recognise the deep value of cultural knowledge, lived experience and community connection, particularly in roles that support children and young people with a care experience. Cultural knowledge and lived experience are highly valued by CREATE and will be considered alongside formal qualifications and work experience.

If you believe you can contribute to this role through your cultural knowledge, lived experience or community connection, we encourage you to apply, even if you do not meet every qualification or experience requirement listed.

Why work with us?

We don't just talk about making a difference - we live it. Our team is:

- purpose-driven
- passionate
- and we value collaboration.

We know that great work happens when people feel supported, included, and inspired. That's why we invest in our people and strive to create a workplace where everyone can thrive.

For more information on joining the CREATE team, including salary packaging, additional leave and other perks, visit [Join Our Team | CREATE Foundation](#)



About us

CREATE Foundation is the national consumer body for children and young people with an out-of-home care experience. We support children and young people from 0-25 who are currently in, or have experience in foster care, kinship care, permanent care or residential care.

Our Vision: That all children and young people with a care experience reach their full potential.

Our Mission: To create a better life for children and young people in care.

To do this we

Connect children and young people to each other, CREATE and their community

Empower children and young people to build self-confidence, self-esteem, and skills that enable them to have a voice and be heard

Change the systems impacting children and young people, in consultation with them, through advocacy to improve policies, practices and services and increase community awareness.

If you have questions about this role or the application process, please email hr@create.org.au, or call our People and Culture Manager on 0484 911 009