



Position Description

Corporate Partnerships & Grants Specialist

This position description outlines the role purpose, key responsibilities, values and skills required to successfully perform in your role.

Status: Permanent, full-time	Location: Melbourne
Reports to: Head of Corporate Partnerships (dotted line to Head of Philanthropy and Donor Engagement)	Direct reports: Nil
Key relationships: Corporate Partnerships Team Philanthropy & Donor Engagement Team Other Revenue Teams Marketing & Communications Team Services & Programs Team	

Purpose of the role:

The Corporate Partnerships and Grants Specialist is responsible for managing and developing a portfolio of Camp Quality corporate partners and prospects. They play a critical role in ensuring partners are engaged with Camp Quality through the development and management of strong relationships, delivery of partnership plans and identification of opportunities for growth.

The role also supports the identification and delivery of grant funding opportunities across corporate, government and philanthropic sources, including applications, proposals, acquittals and impact reporting, ultimately contributing to the raising of funds for Camp Quality services and programs.

Qualifications and training

Preferred:

- Qualifications in fundraising, marketing, communications, or project management

Experience and knowledge

Essential:

- At least 3 years' experience in fundraising, working within corporate partnerships, philanthropy programs and/or grants
- The ability to work and communicate with a diverse range of stakeholders.

- Demonstrated ability to prioritise and meet tight deadlines and competing priorities.



Preferred:

- Experience using a CRM (preferably Salesforce).
- Experience in prospect research including sourcing biographical, business, financial and philanthropic information.
- Experience within a not-for-profit organisation

Other requirements for this role:

- Excellent communication skills (written and verbal).
- Excellent analytical, research skills and writing skills, with the ability to interpret, synthesize and communicate information in a compelling and succinct form.
- The ability to develop and foster effective relationships.
- Sound project management skills.
- Highly organised and adaptable with the ability to prioritise, meet tight deadlines, and successfully coordinate multiple tasks.
- A demonstrated willingness to work as a collaborative team member.
- The willingness to adhere to Camp Quality's WHS plans, policies and procedures.
- Current driver's license.
- Some out-of-hours work may be required.
- Some inter / intra state travel may be required.
- Other duties as required from time to time.
- Current Working With Children Check.

Role responsibilities

Determining what success looks like for this role will be expressed Key Performance Indicators – 'KPIs'. KPIs will be developed with the incumbent, upon commencement in the role and reviewed with the manager on a regular basis.

KEY AREAS OF RESPONSIBILITY

Corporate Partnerships

- Manage and steward a portfolio of existing corporate partnerships through their lifecycle, including national partners, ensuring strong engagement and delivery of agreed partnership commitments.
- Identify and develop opportunities to grow and diversify existing partnerships, including fundraising, employee engagement, volunteering, campaigns and other partnership initiatives.
- Build and maintain strong professional relationships with corporate partners, ensuring a high standard of partner experience and ongoing engagement with Camp Quality.
- Support the development of new corporate partnerships, including prospect research, qualification, development of proposals and pitches, and participation in partner meetings.
- Assess prospective corporate partners and partnership opportunities, including undertaking research and contributing to business cases and recommendations.

KEY AREAS OF RESPONSIBILITY

- Work with Marketing and other internal teams to develop partnership content, campaigns and materials that support partner engagement and fundraising.
- Develop impact reports, partnership reviews and other materials that demonstrate outcomes and support partner retention, growth and renewal.
- Represent Camp Quality at corporate events, meetings and forums, promoting partnership and engagement opportunities.
- Coordinate the delivery of corporate volunteering opportunities, campaigns and other partner activations as required.
- Ensure partnership agreements, deliverables and relevant internal processes are effectively managed, including compliance with Camp Quality's Authority to Fundraise (ATF) requirements.
- Maintain accurate and timely partnership records, reporting and pipeline information to support effective portfolio management and revenue forecasting.

Grant Management

- Identify and assess suitable grant funding opportunities across corporate, government and philanthropic sources, aligned with Camp Quality's funding priorities.
- Coordinate and prepare high-quality grant applications, proposals and supporting documentation, working with relevant internal stakeholders to develop compelling funding cases.
- Develop impact reports and acquittals that clearly demonstrate the outcomes achieved through funded programs and services.
- Maintain accurate records of grant opportunities, applications, outcomes, reporting requirements and future funding opportunities.
- Build and maintain relationships with relevant funders and funding bodies where appropriate, supporting future funding and partnership opportunities.
- Work collaboratively with the wider Corporate Partnerships, Donor Engagement & Philanthropy teams to ensure opportunities are appropriately allocated and relationship ownership is clear.

Communication & Events

- Liaise with Marketing & Communications to coordinate the development of collateral, content and communications required to support corporate partnerships, proposals, grant applications and reporting.
- Support the development and delivery of communications that demonstrate impact and strengthen engagement with corporate partners and funders.
- Coordinate and support partner and funder engagement opportunities, including events, program visits, presentations and other activities that provide connection to Camp Quality's



KEY AREAS OF RESPONSIBILITY

work.

- Assist with the planning and delivery of corporate partnership events and activations as required.

Administration

- Utilise Salesforce competently to ensure donor and partner records are accurately updated in a timely manner.
- Other administrative tasks, as necessary.

Expectations for every Camp Quality employee

- Uphold the Camp Quality Values and culture through conduct that aligns with Camp Quality's Values and Behavioral Statements
- Has read, understands and complies with key Safeguarding Children & Young People (SCYP) policies
- The ability to report any incidents of discrimination (including racism) as outlined in Camp Quality's Code of Conduct.
- Complies with SCYP monitoring and reporting requirements
- Will successfully complete SCYP training, ensuring ongoing compliance
- Takes reasonable care for the health and safety of themselves and others
- Understands and complies with the CQ Safety Culture & Safety Management Systems
- Reports hazards and incidents and participates in risk management practices, as required

Skills required for success

Skill Groups	Application to Role
Communication	The ability to effectively communicate to meet the needs of the role and objectives of the organisation.
Collaboration	The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
Team work	Seeking to understand and building on differing perspectives of others to enhance team efficiency and quality outcomes.

Our Organisational Values

At Camp Quality, we are passionate about our work and the real-life benefits we create for our families, employees, volunteers and communities. Every day we strive to make life better and create a positive impact on our environment.



We have five values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation.

	VALUES IN ACTION FOR MY ROLE
Optimism Spreading positivity, hope and enthusiasm in the way we interact with others	• Demonstrates and role models optimism and positive energy • Demonstrates resilience against challenges and obstacles • Influences outcomes positively
Integrity Encouraging trust through personal leadership	• Models and demonstrates high standards of trust, openness and respect for others • Provides a high level of advice & support and honours commitments and promises to stakeholders • Is productive, diligent, conscientious and timely in work performance
Celebrating Life Approaching Life as an adventure	• Performs work responsibilities wholeheartedly, with energy and commitment • Demonstrates motivation to complete challenges and tasks • Contributes to acknowledging positive performance & effort of others
Accountability Accepting responsibility for actions and results	• Accepts responsibility for actions and results for area of expertise • Takes ownership of performance standards and mistakes • Manages emotions effectively with work volume and recovers quickly from setbacks
Excellence Seeking greatness in all that we do	• Values and inspires the highest quality of service in all relationships • Maintains attention to detail to achieve high level of performance • Demonstrates efficiency and quality in own work to grow the business • Focuses on high-performance results above expectation

Signed:

Date: