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| **POSITION TITLE** | Partnerships Manager |
| **REPORTS TO** | Deputy CEO |
| **CLASSIFICATION** | Permanent full-time |

**ABOUT THE ROLE**

The Partnerships Manager looks after a national portfolio of corporate partners across different sectors and grows the revenue and impact that portfolio delivers. The role is responsible for meeting revenue and non-revenue targets, in line with the partnership's strategy and THPA's 5-Year Strategy.

The role is split evenly: half is managing and deepening existing partnerships, half is growth, through expanding current partners and bringing new ones on board.

You will treat every partner as a growth opportunity. That means knowing their business, spotting the next way to work together, and making the case for it with confidence. You will build partnerships that work both ways: brand and financial value for THPA, and impact, values alignment and a sense of purpose for our partners. You will also know when to step in and fix a problem, so partners renew because the relationship works for them.

This role suits someone with a business development mindset who also enjoys the detail of account management: reporting, planning, reviews and follow-through.

**KEY RESPONSIBILITIES: Partner Account Management**

**Portfolio and relationship management**

- Manage a portfolio of corporate partners to meet targets, acting as their main contact and trusted adviser.
- Build relationships at several levels in each partner business, from day-to-day contacts to senior decision-makers.
- Monitor the health of each partnership, spot risks early, and act on them before they affect renewal.
- Follow best-practice stewardship that protects the reputation and brand of THPA and our partners.

**Partner planning and reviews**

- Create an annual account plan for each priority partner, with shared goals around engagement and impact, and a longer-term view of where the partnership could grow.

- Lead bi-annual partner reviews covering results, impact stories and next steps.
- Prepare clear partner reports, impact updates and presentations with the Programs and Impact team.

**Engagement and stewardship**

- Design and run engagement activity that brings partners closer to the work, in person and online: staff events, workshops, partner forums, webinars, lunch-and-learn sessions and crowdfunding events.
- Oversee THPA's Workplace Giving Program with partners and find new opportunities through it.
- Work with Marketing and Communications on co-branded content, campaigns and collateral that raise the profile of our partners and THPA, following brand and image-consent guidelines.
- Gather partner feedback and use it to improve how we work with partners.

**Operations and reporting**

- Keep partner records, pipeline and activity accurate and up to date in Raiser's Edge.
- Make sure agreements, invoices and receipts are issued on time, working with Finance.
- Coordinate across Programs and Impact, Marketing and Communications, and Finance so partner commitments are delivered.
- Track portfolio revenue against budget and report on it weekly, including progress on fundraising and non-revenue targets.
- Manage the workflow across multiple partner projects and communications, using Box and Asana and helping set them up so they work well for the team.

**KEY RESPONSIBILITIES: Partner growth and business development**

**Growing existing partners**

- Find and pursue opportunities to grow current partnerships: higher investment tiers, multi-year agreements, new ways to partner, and links into other parts of the partner business.
- Grow partners' contribution beyond funding, including awareness-building and advocacy for THPA.
- Bring partners new ideas, such as cause-related product sales, co-hosted customer events, workplace giving and employee engagement.
- Use partner data and feedback to build the case for growth and lead those conversations with senior stakeholders.
- Secure renewals ahead of agreement end dates.

**New business**

- Build and manage a pipeline of prospective corporate partners across sectors and industries, focusing on businesses whose values align with ours.
- Research, prospect and open conversations through networks, referrals, events and outreach.
- Write tailored proposals, pitches, presentations and agreements, working with Programs and Impact to align partner goals to the right programs.
- Take new partners from first conversation through to signed agreement and a smooth onboarding.

**KEY RESPONSIBILITIES: Strategy and planning**

- Help shape the team's annual operating plan and THPA's 5-Year Strategy, and make sure the partnership goals and targets in them are met.
- Review team progress against the strategic plan regularly and set actions to close any gaps.
- Help shape partnership programs (standard and bespoke), packages, investment tiers, brand metrics, marketing tools and templates for current and prospective partners.
- Keep across corporate giving, ESG (environmental, social and governance) and employee engagement trends, and bring that insight back to the team.

- Share what works across the team, including pitch materials, playbooks and lessons from wins and losses.

**Personal leadership**

- Take ownership of meeting your KPIs.
- Seek out and complete learning and professional development.
- Regularly review your own activities and act on the feedback.
- Look for what's missing and find new ways to improve communication across the organisation.
- Live and role-model the team's values and behaviours.

**ABOUT YOU**

**Essential**

- A minimum of 4 years working in a client-facing partnerships, account management or business development role with revenue targets, in the for-purpose or commercial sector.
- A track record of meeting and exceeding financial targets by growing accounts (renewals, expansion, new opportunities) and winning new business.
- Experience developing and delivering partnership or fundraising programs, products and initiatives.
- Confidence in opening conversations with new prospects and asking senior stakeholders for investment.
- Strong relationship and networking skills, with experience managing several stakeholders inside a partner organisation.
- Clear, persuasive writing and presenting for a range of audiences, including proposals and pitches.
- Comfort using data to manage a portfolio and make a case, with working knowledge of a CRM (Raiser's Edge is a bonus) and project management tools.
- Strong organisation, attention to detail and project management across several partners and priorities at once.
- Sound judgement in problem solving, prioritising and long-term planning.

**Desirable**

- Experience in corporate partnerships, cause-related marketing, workplace giving or ESG.
- An existing network in Australian business.
- Fundraising experience, such as major gifts, trusts and foundations, or individual giving.
- Ability to use Claude or similar AI tools to support research, writing and reporting, in line with our AI use policy.
- A degree in business, marketing, communications, fundraising, corporate partnerships or a related field, or equivalent experience.

**How you work**

- You are proactive and entrepreneurial, and you look for the next opportunity, bringing a strategic and creative approach.
- You build rapport easily and create real connections with people.
- You follow through and meet deadlines, including under pressure, so partners can rely on you.
- You are adaptable and keen to keep growing, including your leadership potential.
- You are comfortable working on your own and as part of a team.
- You care about ending hunger and about community-led development and want to be part of a global movement working towards it.

**OUR COMMITMENT TO DIVERSITY AND SAFEGUARDING**

The Hunger Project is an Equal Employment Opportunity (EEO) employer. We are dedicated to creating a diverse and inclusive workplace where everyone feels respected and valued. We encourage individuals from all backgrounds, abilities, and identities to apply. Your unique experiences and perspectives are vital to our mission.

The Hunger Project is committed to protecting the rights of children and community partners in all areas where we work. Applicants are advised that we reserve the right to conduct police checks and other screening procedures to ensure we maintain and promote a child safe environment.