|  |  |
| --- | --- |
| C:\Users\jjohnson\Desktop\logo_new.JPG |  **POSITION DESCRIPTION** |
| **Position title:** | Strategic Partnerships Manager |
| **Program/Team:** | Corporate and Administration |
| **Employment type & hours** | Contract for 2 years - full time (76 hours / fortnight) |
| **Employment Award** | Social, Community, Home Care and Disability Services Award 2010 (SCHADS) | **Remuneration:** | $85,000 per annum |
| **Other benefits** | Generous salary packaging arrangements available  |
| **Working from:**  | Fortitude Valley |
| **Reporting relationships:** | Reports to the Chief Operations Officer |
| **Qualifying period:** | 6 months | **Last review of PD:** | May 2017 |
| **Primary purpose of position:** | The purpose of this position is to develop, foster and grow strategic relationships with corporate and philanthropic partners, donors and sponsors to support Brisbane Youth Service’s growth and sustainability.  |
| **KEY SELECTION CRITERIA -** Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to each criterion. Responses to all criteria are to no exceed four (4) pages in total. Where possible provide examples of how you meet each criterion. |
| 1. Strong communication skills, including effective and persuasive verbal and written communication with the ability to influence stakeholders and build rapport.
2. Demonstrated experience in engaging with a broad section of the community to build a philanthropic investment platform that supports sustainability and growth.
3. Demonstrated success in effective donor identification, engagement, support and retention.
4. Demonstrated skills in managing CRM software used in fundraising and donor management.
5. A demonstrated ability to leverage volunteer involvement and to manage and supervise volunteers.
 |
| **OTHER CRITERIA AND EXPECTED EXPERIENCE AND ATTRIBUTES –** Applicants should provide evidence of how well they meet the requirements below, either in their resume or within responses to the criteria. |
| Education,Qualifications,References  | * A minimum of an undergraduate tertiary qualification in Business Management, Philanthropy, Public Relations or demonstrated substantial experience in similar fields
* A current driver’s licence
* A current Blue Card or willingness to acquire a Blue Card
* Membership of professional association(s) E.G. Fundraising Institute of Australia is desirable
* Three relevant references, including current or most recent manager
 |
| Experience | * Demonstrated experience in a similar role within the corporate or community sector
* Demonstrated high level of success in building strategic partnerships to generate investment across a range of community segments, including corporate investors, donors, philanthropic trusts and funds
* Experience in working with communications and marketing professionals to develop mature collateral and resources that promote organisational goals
* Experience in public speaking and delivering targeted pitches to potential corporate investors, donors and sponsors
* Demonstrated success in acquiring grants and sponsorships through philanthropic trusts and funds or through private investment
 |
| Attributes | * Personal drive and integrity
* Ability to work autonomously, with high levels of discretion and perform under pressure
* Well organised with the ability to prioritise and execute tasks and strategies within agreed timeframes
* Mature consultative and collaborative working attitude and approach
* Strong existing networks and partnerships in the private, corporate, media and community sectors at senior levels
* Commitment to a learning culture and ongoing professional development
* Commitment to BYS vision, objectives and strategies.
 |
| **KEY RESULT AREAS - Role and responsibilities** |
| Planning and corporate prospecting | * Develop and implement a strategic partnership plan and report against the plan to the Board and Executive Management
* Identify and track relevant funding opportunities through advance intelligence gathering, partner relationships and other available resources and provide options to executive management
* Research and prospect for potential partners and sponsors including companies, philanthropic trusts and foundations, potential major donors, service clubs and organisations, and other income generating sources
* Develop targeted partnership approaches and bids and in collaboration with the CEO or the COO pitch them to corporations to gain financial support
* Manage a portfolio of corporate relationships, maximising engagement and revenue opportunities and ensuring relationships are mutually beneficial
 |
| Donor development, support and maintenance | * Network and develop new partnerships and relationships through effective network development and sponsorship and donor engagement strategies
* Maintain and nurture existing partnerships and donors
* Promote BYS to inform and foster partnerships, sponsorships and investment
* In collaboration with the Communications and Marketing Manager develop high quality marketing collateral and utilise EDMs, social media and other strategies to reach target audiences
* Represent Brisbane Youth Service at functions, activities and promotions as required
 |
| Management  | * Meet financial targets set by the Board
* Manage the internal budget and provide monthly reports on the financial performance, revenue growth and partnership development activities
* Plan and oversee special events, focusing on commercial outcomes to achieve revenue goals, and complement the marketing focus and increase brand awareness
* Manage the fundraising CRM system to ensure accurate recording and reporting
* Undertake any other tasks as required
 |
| People and Culture | * Lead a small team to ensure goals and strategies are met
* Undertake volunteer management responsibilities across the organisation
* Provide professional development for staff in relationship management and stakeholder engagement
* Participate in training and professional development opportunities to address learning needs
* Attend regular supervision and performance reviews with the Chief Operations Officer to monitor the delivery of agreed strategies.
* Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and organisation
 |

*This Position Description forms part of the performance management framework for the Strategic Partnerships Manager position. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfil this role in accordance with the key result areas outlined above.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Name:** |  | **Signature:** |  | **Date:** |  |
| **Managers Name:** |  | **Signature:** |  | **Date:** |  |