



**POSITION DESCRIPTION**

**Partnerships Manager**

**Award: SCHADS Level 6**

**Part time (0.6 FTE) - negotiable**

**Location: Melbourne (Clayton) / hybrid**

**About Our Village**

Our Village is the new chapter in the story of St Kilda Mums, Geelong Mums and Eureka Mums. Turning pre-loved into re-loved so every child thrives.

Our vision is a future where we share more, waste less and care for every child. Our Village collects, sorts and redistributes essential nursery equipment, clothing, books and toys for babies and children in response to requests from a statewide network of social workers and Maternal & Child Health Nurses.

**Position Overview**

Reporting to the Head of Fundraising and Communications, the Partnerships Manager is primarily responsible for leading and growing corporate relationships to contribute to our organisational sustainability by attracting financial and in-kind support from businesses through mutually beneficial partnerships.

The position will be responsible for developing new partnerships and nurturing existing ones, securing financial support through brand partnerships, corporate volunteering, sponsorships, gifts in kind, workplace giving, events, and more.

Being part of a small Fundraising and Communications team of 6 (currently) the post holder will be asked to work flexibly and support colleagues as needed – we have a culture where everyone helps each other and teamwork is strong.

The position will require some travel to meet with partners and to support and complete fundraising activities.

**Key Relationships**

<b>Internal</b>	<ul style="list-style-type: none"><li>• Fundraising and Communications Team</li><li>• Executive Leadership Team</li><li>• Operations and Impact Team</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• Corporates</li></ul>

## **Primary Responsibilities**

- Work with the Head of Fundraising and Communications to develop strategy, budgets and operating plans for all corporate giving programs and opportunities.
- Coordinate and implement all elements of the corporate giving program to achieve assigned fundraising targets. Includes but not limited to: brand partnerships, corporate volunteering, sponsorship, gifts in kind, workplace giving and events.
- Manage a pipeline of prospects and apply strong commercial acumen and understanding of brand alignment to pitch and present compelling partnership opportunities and then negotiate and secure partnership agreements.
- Lead and initiate significant new multi-year partnership opportunities, creating individual, creative and compelling proposals for each prospective partner that align with Our Village values and goals.
- Manage and strengthen relationships with existing partners to ensure continued support and collaboration.
- Collaborate with all team members to ensure partnerships are nurtured, developed, and highly engaged, optimising income return and other benefits to Our Village.
- Achieve or exceed corporate giving revenue targets and manage reporting.
- Work closely with key staff to oversee and grow the Our Village Corporate Volunteering program and engage warm prospects to increase their financial engagement with the charity beyond corporate volunteering.
- Contribute to the financial viability of the Organisation's event program by securing and managing Event Sponsors.
- Present and deliver information to partners in person or online in a variety of settings that may include staff events, fundraising events, information sessions, and conferences.
- Work closely with the Community Engagement and Operations teams to understand opportunities to accept Gift in Kind donations.
- Steward donor relationships excellently and advise and support the CEO and Board Directors in their stewardship.
- Ensure that partnerships and activations align with agreed strategies and comply with Our Village's policies, and meet due diligence requirements.

## **Key Competencies / Skills**

- Demonstrated experience and success in a similar role building new partnership opportunities, with success in building multi-year high-value partnerships.
- Experience in building a pipeline of partnerships, researching, engaging with prospects, pitching, and securing high-level mutually beneficial partnership outcomes.
- Great networker with the ability and confidence to pitch to funders, negotiate and close major funding partnerships.
- Excellent communication skills including written and verbal presentation skills to effectively communicate to a wide range of audiences.
- Strong project management skills, including demonstrated ability to plan, implement, review and achieve project goals and objectives.
- Strong proficiency using CRM systems including Salesforce is highly regarded, with the ability to record comprehensive information.
- Demonstrated experience in developing creative and compelling partnership proposals that are brand aligned and mutually beneficial.
- Ability to work flexibly and collaboratively in a team environment.
- A genuine interest to make an impact in the lives of the vulnerable babies and children that Our Village supports.

## **Special Requirements**

- Current Working with Children Check
- Ability and willingness to travel as required
- Work outside of standard business hours on occasion - particularly at key fundraising and engagement events.