

## POSITION DESCRIPTION - TEAM MEMBER

Position Title	Corporate Partnerships Manager, Business Partnerships	Department	Engagement & Support
Location	Sydney	Direct/Indirect Reports	0
Reports to	Corporate Development Manager, Major Donor Partnerships	Date Revised	December 2017

### • Position Level Descriptor

An individual at the Team Member level is accountable for their performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

### • Position Summary

As the Corporate Partnerships Manager you will manage and grow Red Cross's relationships with existing corporate partners and supporters. You will ensure partnership milestones and deliverables are achieved on time and to a high standard; that partner satisfaction is continually monitored and reported through regular relationship audits and/or other agreed methods; and that potential for relationship growth and retention is identified and maximised.

The role will identify and expand income from our Corporate supporters by brokering additional fundraising opportunities including Workplace Giving, sponsorship, workplace fundraising, gift-in-kind, pro-bono and other types of support.

Where time permits, you will be encouraged to initiate and support new business pitches that result in net financial, promotional and other benefits for Red Cross.

### • Position Responsibilities

#### Key Responsibilities

- Manage, support and grow relationships with major existing corporate partners (10 in 2017/18) and key corporate supporters as designated.
- Identify growth opportunity with at least 25% of all existing and new corporate partners each year and achieve 10% growth in direct funding each year.
- Assist with the delivery, engagement and transition of new corporate partners (on average c4 new organisations acquired each year).
- Assist and manage the retention of key strategic partners through selling additional fundraising products including Workplace Giving, sponsorship, third party fundraising, gift in kind and other relevant ways of support.
- Development of Partnership Agreements and project managing the delivery of these against agreed partnership objectives.
- Co-ordinate compliance and administration of contract approval, payment schedules and mandatory reporting

- Provide professional, high quality engagement to key partners, ensuring requests, opportunities and issues are efficiently responded to.
- Monitor and report to partners on a regular basis with the view to grow the relationship, enhance strategic opportunities for Red Cross and increase engagement between the partner and Red Cross.
- Develop marketing/PR campaigns, volunteer opportunities, sponsorships or corporate responsibility plans for partnerships.
- Initiate and support sustainable business partnerships that result in net financial and/or other benefits to Red Cross, including re-negotiating Partnership Agreements and funding undertaking specific project work, which supports corporate engagement strategy, from time-to-time, e.g. assistance in developing and presenting major corporate pitches to secure income to meet department budget.
- Operate within Branding, communication, emblem usage and other relevant policies
- Work with colleagues across Fundraising, Marketing, Communications and Media to maximise the benefits Red Cross can bring to a Partner
- Undertake ad hoc project work as determined by the Corporate Development Manager.
- Undertake additional work as required – particularly in response to organisation priorities, e.g. disasters – which may require working outside of usual working hours.

## □ **Position Selection Criteria**

### **Technical Competencies**

- Demonstrated ability to effectively manage and identify growth opportunities for key corporate relationships.
- Proven highly developed organisational, time and project management skills and problem solving ability; including the ability to project manage internal teams to deliver partnership outcomes eg; events, PR and media
- Well developed planning, research and organisational skills with superior attention to detail. Managing multiple projects, shifting priorities and changing expectations under short deadlines.
- Demonstrated experience developing and delivering high quality pitches, funding submissions and presentations to major corporations
- Ability to exercise initiative with discretion and judgement and apply risk management controls as needed
- Highly developed written and verbal communication and interpersonal skills with people from a wide range of backgrounds
- Demonstrated ability to work autonomously and as part of a team with a flexible, positive and collaborative approach
- Intermediate Skills in Excel
- Basic proficiency in MS Office or similar software and experience using databases

### **Qualifications/Licenses**

- Relevant tertiary qualifications, skills and/or experience in marketing, public relations, fundraising, legal administration, or related fields

### **Behavioural Capabilities**

- **ACHIEVE | Plan and Implement | Effectively scopes, plans and implement work activities**

Clarifies individual work expectations and objectives | Understands the relationship between various work activities | Understands basic project management methodology | Effectively plans, implements and monitors own work plan | effectively manages own time

- **ACHIEVE | Drive Results | Takes responsibility for achieving results and maintains effective work behaviours under pressure**

Applies knowledge and skills to achieve results | Operates objectively and calmly to achieve outcomes | Pursues goals with tenacity

- **LEAD | Manage Performance | Sets clear goals and expectations and is accountable for outcomes and behaviour**

Demonstrates a clear understanding of own role and the performance standards expected | Sets high personal standards | Sets clearly defined objectives for own role

- **COLLABORATE | Teamwork and Collaboration | Works with others to achieve shared goals**

Collaborates with team members to achieve shared outcomes | Actively participates in team decision making | Contributes to team outcomes | Demonstrates an understanding of the links between personal goals, team goals and organisational goals | Consistently participates in team building activities | Demonstrates effective team behaviours such as respect, integrity, honesty, trust and support

- **COLLABORATE | Engage and Influence others | Demonstrates appropriate engaging and influencing skills aligned with Red Cross objectives**

Establishes contact with others in response to specific needs | Builds relationships with external parties as required | Presents a point of view in a constructive and objective manner | Makes a strong positive personal impression on others

## □ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters