

## Our vision

Trusted as the leading humanitarian organisation making a genuine difference in the lives of people and communities.

## Our purpose

Bringing people and communities together in times of need and building on community strengths.

We do this by mobilising the power of humanity.

## Our Fundamental Principles

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, Universality

## Our Values

**We are part of a movement.**



### **We Respect**

As humanitarians, we put people first, listening to, understanding and respecting each other.



### **We aspire**

We are curious, optimistic and we learn, because we want to do and be better.



### **We collaborate**

We achieve our best by bringing people together on shared goals.



### **We stand up**

We face challenges and opportunities with courage and compassion.



### **We deliver**

We take ownership of delivering on our goals and make genuine impact.



<https://www.redcross.org.au/>

At Australian Red Cross we:

- Adhere to the 7 fundamental principles of Red Cross
- Act at all times in accordance with Australian Red Cross Ethical Framework and Child Protection Code of Conduct and applicable policies
- Are committed to protecting the rights of all people, particularly those who may be experiencing vulnerability. We want the people we work with to feel safe, be safe and free from abuse of any kind. We are a child safe organisation. We have zero tolerance for child abuse. We value, respect, and listen to children and are committed to supporting child safety and wellbeing in our work
- Demonstrate skill, knowledge, and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Are committed to building a culture informed and characterised by the principles of diversity, equity, inclusion, and belonging. Australian Red Cross people are supported to understand and embed these principles into their leadership of self, others, teams, and workflow

## Position Description

Position Title	<b>Partnerships Manager</b>	Department	Engagement and Support
Location	Sydney/Melbourne	Direct/Indirect Reports	5
Reports to	Head of Partnerships	Date Revised	August 2022
Industrial Award	Social, Community, Home Care and Disability Services Industry		
Award Level	6	Red Cross Job Grade	7
Job Level	Team Leader	Job Evaluation No:	HRC0071652

### Position Summary

To lead a team to develop, manage and grow strategic partnerships with the private sector that meet Australian Red Cross and partner objectives. Sound understanding of the partner needs and ability to facilitate shared-value partnerships to support Australian businesses achieve their purpose-led strategies and create social impact.

Work in collaboration across the organisation to facilitate a whole of Red Cross approach to partnerships to maximise revenue, in kind support and brand engagement (supporting and guiding Executive Leadership, Directors, and key Services stakeholders), whilst meeting the needs of the partners and ensuring a seamless and rewarding customer journey.

The Partnerships Manager will be responsible for leading a team to engage corporates and will work in collaboration with: (1) trusts & foundations (2) government (3) philanthropic (4) program teams. The role will work closely with the Head of Partnerships and other Partnerships Managers to ensure coordinated activity in identifying and maximising opportunities for growth from donors.

### Position Duties

You will be responsible for managing a Partnerships team and will be accountable for all operational activity.

#### Strategy

- To develop and implement the national corporate partnership strategy in order to secure and grow corporate partnership engagement and revenue.
- To facilitate strategic partnerships supporting corporate Australia achieve its ESG/sustainability ambitions.
- To lead a team to actively engage corporates to grow social impact.
- Develop and manage a rolling engagement and relationship building programs targeted at corporates.
- Engage with other areas of the organisation to ensure integration and co-ordination of activities.

#### Financial Performance

- Manage budget setting, forecasting and review, including developing and delivering gap closing initiatives when required.
- Establish, achieve and report on monthly and annual income targets, and secure partnerships that deliver multiyear, sustainable funding.

**Partner cultivation and stewardship**

- Identify, research, monitor and report upon new and existing funding opportunities, ensuring a high level of prospecting and pipeline activity.
- Work closely with State Directors and Program Leads to identify partnership opportunities (state and national) that are aligned to Red Cross' strategy. Prioritise resources and ensure submissions are completed in full and on time, to a high-quality level.
- Develop relationships between Red Cross and corporate supporters, and provide support on philanthropic Trusts, Foundations and government where needed. Proactively ensure that these funders have the information they require to keep abreast of Red Cross strategy, program delivery and impact.
- In collaboration with Program teams and others within the Partnerships team, lead and support proactive engagement with prospective financial supporters and ensure that necessary relationship audits are conducted.
- Ensure the Partnerships team monitor, and co-ordinate required reporting to funders, with the frequency and via the channel required and ensure interim and acquittal reporting meets donor criteria.
- Regularly report to Program leads and Head of Partnerships on adherence to expending funds against grant agreements in a timely manner, to ensure objectives of grant agreements are being met by Red Cross or barriers to completion are identified for action.

**Submission development and reporting**

In collaboration with Program teams and other Red Cross stakeholders, ensure quality content for submissions, interim and acquittal reporting, and written material to support corporate engagement is relevant, customised to the funder, timely, on strategy and brand compliant for Red Cross and of the highest possible written standard and presentation.

- Develop high quality written communications to support internal and external projects, stakeholders, and initiatives.
- Ensure all submissions are compliant to funder requirements and submitted on time.
- Ensure that funding submissions and partnership agreements meet all legal, financial, and organisational approval and delegation requirements.

**Collaboration**

- Collaborate with Red Cross program leads and others to ensure the Partnerships team meets funding priorities aligned to Red Cross Strategic outcomes.
- Develop and maintain specialised knowledge and information on Red Cross strategic priorities and related programs / initiatives.
- Develop and maintain strong, collaborative relationships with key departments to support robust financial modelling, risk management and service design.

**Advice**

- Provide strategic advice to national leadership team members regarding:
  - Corporate and philanthropic funding trends, opportunities and risks aligned to Red Cross strategy.

**Team Management**

- Coach, mentor and develop direct reports in order to achieve both financial and non-financial outcomes

- Utilise the Red Cross Performance Review & Development system to ensure that all staff have a development plan in place and that performance is regularly monitored
- Lead the team to ensure compliance with all Red Cross policies including Workplace Health and Safety

#### **Reporting & Accountability**

- Drive and monitor the Partnerships team's financial performance against set budget and complete monthly reporting outlining funding applications, success rates, projected income and other indicators.
- Ensure reliable performance measurement systems, critical success factors and reporting to deliver strategy, identify and mitigate opportunities and risks, including the production of the monthly KPI report and strategic planning document.
- Develop and maintain an up-to-date pipeline.
- Ensure budgets are met by achieving set revenue targets, and managing controllable costs/expenses

#### **Administration and internal communications**

- Ensure all identified opportunities are included in the team's consolidated and centrally accessible database.
- Maintain accurate and up-to-date information on all submissions, grant-funded projects, and donors.
- Undertake and report upon relationship audits to actively pursue growth and development in funder relationships.

#### **Other**

- Undertake additional work as required, and respond to organisational priorities such as disaster response, which may require additional duties outside of usual working hours
- Drive and/or assist with other designated projects from time-to-time
- Develop and update centralised profiles for corporates
- Ensure legal compliance to fundraising legislation within programs

## **Person Requirements**

### **Technical Competencies**

- Proven capacity to develop and implement strategic, multiyear, high value corporate partnerships.
- Demonstrated ability to drive and achieve financial targets in competitive funding environments
- Demonstrated experience in developing business cases, proposals, and presentations
- Strong understanding of the sustainability landscape in Australia and globally.
- Experience managing and developing successful relationships with senior stakeholders, including CEOs and Boards.
- Strong people management experience with a demonstrated ability to build high performing virtual teams
- Ability to manage competing priorities and multiple tasks and meet deadlines
- Superior communication and interpersonal skills
- Demonstrated ability to work cooperatively and collaboratively with a diverse group of people, including service delivery colleagues to develop plans & funding proposals for projects / programs

### Qualifications/Licenses

- Relevant tertiary qualifications, and/or experience in corporate or a related discipline within a NGO

## Wellbeing, Health and Safety

It is our vision to be harm free and committed to providing and maintaining a safe and healthy environment for volunteers, members, staff, contractors, clients, customers, and others who may be involved in our work. Our Wellbeing Health and Safety direction is aimed at building a 'safety mindset' into our daily work, assessing and reducing risk, reporting hazards and incidents, and providing Red Cross people with a positive, healthy workplace.

- Identify and understand the current and future risks involved in undertaking your role and service delivery activities, then competently manage those risks so that everyone is safe
- Comply with the Work Health and Safety management system

## Key Job Requirements

### Licenses/compliance screening

Screening is required prior to commencement. Renewals may also be required during your employment in order to comply with specific contractual or legislative requirements.

Police check	Yes - every 5 years
Evidence of up to date* vaccination against COVID-19	Yes

*\*As per latest definitions by the Australian Technical Advisory Group on Immunisation (ATAGI), or who have a medical exemption based on ATAGI guidelines*