

## Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

### Position Details:

Position Title:	Manager, Partnerships
Division:	Fundraising and Marketing
Reports to:	Senior Manager, Premium Supporters
Position Purpose:	<p>The purpose of the Manager, Partnerships role is to acquire, manage and grow a portfolio of long-term, sustainable and mutually beneficial partnerships with Major Donors and Corporate Partners through the successful implementation of Partnerships Fundraising plans.</p> <p>The key accountability for this role is to achieve individual and team revenue targets (agreed in the yearly KPIs) by securing, sustaining and growing financial and in-kind support from Major Donors and Corporate Partners.</p> <p>The Manager, Partnerships is a full time, permanent position.</p>

### Position Requirements (What are the key activities for the role?)

Key Result Area 1	<i>Individual income target</i>
Key tasks	Position holder is successful when
Achieve individual income target by focussing on high-value private funding opportunities; designated and undesignated	Individual retention, acquisition and growth income targets across major donors and corporate partners are met, as quantified and qualified in the yearly KPIs
Key Result Area 2	<i>Team income target</i>
Key tasks	Position holder is successful when
Achieve the overall Fundraising and	Fundraising and Marketing team revenue

Marketing team revenue target by leveraging opportunities in the mass fundraising / community fundraising space and actively collaborating on lead- and partner engagement opportunities – e.g. campaigns, mailings, events	target, as quantified and qualified in the yearly KPIs, is met
Key Result Area 3	<i>Sales planning and execution</i>
Key tasks	Position holder is successful when
Develop and maintain a 12 months rolling sales plan, which maps/diarises: -Market scoping, research and prospecting activities (internal - mass supporter base – and external -Prospect contact and engagement activities -Major donor and corporate partner contact and engagement activities	A pipeline of opportunities at the value agreed in the yearly KPIs has been built and maintained for 12 months rolling  Prospect- and supporter contact rates, as defined in the yearly KPIs, have been met
Key Result Area 4	<i>Stakeholder management</i>
Key tasks	Position holder is successful when
Expectations of prospects/supporters and Mission Australia stakeholders (re. payments, reporting, service delivery, volunteering, gifts in kind) are aligned, agreed and documented at all times	There is no ambiguity in what is expected of the prospect/supporter and/or Mission Australia in any agreement
Key Result Area 5	<i>Activity records and reporting</i>
Key tasks	Position holder is successful when
Maintain all account base information regarding supporters and prospects, including account details, account (pipeline-) value, opportunities, confidence ratings, account and activity planning, communications and results reporting in a timely and accurate manner using the CRM system.	All account base information is accurately and timely maintained in the CRM system.

## Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

## Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan
- Ensure all fundraising materials and practices comply with relevant national and state fundraising legislation

## Recruitment information

### Qualification, knowledge, skills and experience required to do the role

- Strong sales professional with relevant tertiary qualifications; result and solution driven with a great focus on client service and satisfaction
- 5-8 years' experience in a sales role, preferably in a fundraising-, sponsoring- or community services environment, managing corporate partners and major gift relationships
- Proven ability to build strong, respectful and robust relationships, with a strong track record of achieving targets within set timeframes and with limited resources
- Understands the competitive fundraising environment, as well as economic and market issues facing philanthropists and corporates in Australia
- Accountable, with good financial acumen, analytical and interpretive skills
- A team player with strong work ethic, a positive attitude, a high degree of professionalism, discretion and confidentiality
- Well-presented with impeccable attention to detail and timing/timelines
- Excellent interpersonal skills, outstanding presentation and negotiation skills
- Well-developed written and verbal communication skills, good command of Microsoft Office

### Key challenges of the role

- In an environment of growing need for housing support and community services on one hand, and reducing government funding on the other, grow private funding sources so Mission Australia can meet as much of the need in Australia as possible
- To build and maintain a comprehensive knowledge of Mission Australia's Service Delivery programs
- To work with SDLT members in identifying new Service Delivery opportunities that match MA's strategic objectives and core capabilities in areas of need, and to match them with funding opportunities

### Compliance checks required

Working with Children ☐

National Police Check ☒

Vulnerable People Check ☐

Drivers Licence ☐

Other (prescribe) ☐

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### Approval

**Manager name**

|Elvira Lodewick

**Approval date**

|June 2017|