

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Partnerships Executive	Department	Engagement and Support
Location	Sydney/Melbourne	Direct/Indirect Reports	Nil
Reports to	Partnerships Manager	Date Revised	March 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	<b>Job Evaluation No:</b>	HRC0033308

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

As a Partnerships Executive, the focus will be to develop submissions to governments (the Commonwealth, State and Territories) and relationships with corporate, philanthropic and other partners, to secure income generation, drive strategic value, and build non-financial support for Red Cross' work.

- Assist with the acquisition of revenue from government, corporate and philanthropic partners through targeted prospecting, industry networking and identification of new opportunities with potential partners aligned with Australian Red Cross' strategic objectives.
- Initiate, meet with, negotiate and secure a range of sustainable funding relationships.
- Support the development of high quality pitches, funding proposals and grants/tenders.
- Ensure the achievement of annual income and other non-financial targets.
- Highly motivated, creative and results-driven. Thrive in a team environment.
- Provide strategic advice on funding and sector trends and identify opportunities to ensure the organisation is well positioned to meet its business priorities.

### ■ Position Responsibilities

#### Key Responsibilities

- Establish and grow partnerships that deliver both financial and non-financial value for Red Cross.
- Assist in developing and implement strategies in order to cultivate successful and mutually beneficial relationships with corporate and philanthropic sectors, including existing and prospective partners to secure both financial and non-financial support for Red Cross' work.
- Research and acquire new partners who we can build a long-term partnerships with - as true business partners to deliver our 2020 Strategy (revenue, pro bono, advocacy). This will include screening of potential partners, ensuring engagement and communication plans are developed and delivered and facilitating a smooth transition of the relationship along the donor journey from acquisition to retention and growth.
- Take a holistic view of each partner relationship, leveraging Australian Red Cross services, business units and resources to develop strategic approaches that facilitate partnerships across the organisation

and contribute to Fundraising targets by achieving their maximum total value, in terms of not only income, but customer channels, promotional activity and brand alignment.

- Work alongside team members across the Partnerships Team and closely with peers in Engagement and Support proactively maximising value opportunities from the corporate and philanthropic sectors.
- Identify and monitor and communicate funding opportunities.
- Lead pitch and proposal development involving the Partnerships Managers, Leads, members of the Partnerships team and other organisational stakeholders (National and state/territory Directors and their teams, Legal, Finance etc.) as required.
- Collaborate with Red Cross program staff to understand their budgets, resource requirements and areas of activity and plan proactive pitches/proposals accordingly.
- Develop and maintain specialised knowledge and information on Red Cross strategic outcomes and related programs /initiatives.
- Report on the high level analysis of state, territory and national level data regarding all funding pitches and proposals using organisational tools from alert stage through to notification of outcome stage and provide regular reports to senior management.
- Maintain knowledge of competitive landscape, clients and market trends relevant to Red Cross strategic positioning, identifying opportunities for growth and access to customer channels across multiple income streams, such as cause-related marketing, rewards and campaigns.
- Identify, research and monitor new and existing grant opportunities, ensuring a consistently high level of prospecting and pipeline activity.
- Maintain and develop excellent relationships with new and existing partners/funders

### **General**

- Ensure that all applications meet all organisational legal, delegation and approval processes.
- Ensure all pitches and proposals are of high quality, accurate, complete, well presented, meet, brand compliance and consistency and focus upon impact and outcomes to be achieved.
- Monitor and report on pipeline performance against budgets, success rates and projected income.
- Ensure all identified opportunities are included in the team's consolidated and centrally accessible database of deadline and non-deadline funding opportunities
- Maintain accurate and up-to-date information on all pitches/proposals, partner-funded projects and donors.
- Enter and update organisational tools (PIMS, MS Teams pages) with all relevant Partnership team inputs.
- Ensure communication of Partnerships activity, value and initiatives across the organisation.
- Monitor and coordinate timely receipting, banking and contract approval for all funding secured.
- Support the Head of Partnerships, Partnerships Managers and broader Partnerships team in developing strong relationships across the organisation
- Undertake regular relationship to establish where growth and development in partner relationships can occur.

### **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, including contribution to broader Engagement & Support team deliverables, as requested

- Implement cultivation, engagement and stewardship strategies to ensure the maintenance of sustainable funding relationships
- Develop and update centralised profiles for trusts and foundations and governments with key information

## ■ Position Selection Criteria

### Technical Competencies

- Previous experience in a corporation(s) or NGO developing effective business development strategies with a focus on partnerships and/or revenue growth.
- Demonstrated experience in a corporation or NGO in fundraising, business development, account management, sponsorship or marketing role.
- Excellent relationship building skills with the ability to develop strong relationships with decision makers of corporations and foundations
- Demonstrated ability to drive and achieve financial targets
- Demonstrated ability to work autonomously and as part of a team, with a flexible, positive and collaborative approach
- Well-developed planning, research and organisational skills
- Strong people management, strategic planning, project management, problem solving and analytical skills with attention to detail
- Superior communication, relationship management, presentation, negotiation and networking skills
- Superior interpersonal, written and verbal communication skills including presentation skills.
- Ability to exercise initiative with discretion and judgement, and apply risk management controls as needed
- Good understanding of legal, financial and ethical issues related to Corporate partnerships
- High level analytical and research skills including the ability to analyse data and evidence and apply the findings as appropriate
- Ability to manage competing priorities and multiple tasks
- Demonstrated ability to create and leverage flexible strategy plans that are unique to individuals partners but still drive the overall objective in a planned and consistent manner
- Excellent competence in MS Office and use of databases
- High level of personal initiative and resourcefulness
- Experience carrying out high quality desktop research
- Strong administration skills, attention to detail and ability to meet deadlines

### Qualifications/Licenses

- Desirable: Tertiary qualifications in Arts, Business, Commerce, Marketing, Law or related field

### Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Personal effectiveness | Solving problems** | Demonstrated ability to use data, knowledge and experience to identify problems potentially impacting teams or programs and proactively develop and implement effective solutions.
- **Personal effectiveness | Managing my behaviours** | Demonstrated ability to effectively manage the emotions and behaviours of self and others to achieve results.

- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood by all within the team using a range of communication techniques. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Focussing on clients** | Proven track record in ensuring a high quality service is provided by the team to internal and external clients and stakeholders. Actively seek and respond to client issues and measure effectiveness.
- **Organisational effectiveness | Innovating and improving** | Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.

## ■ 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 Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- 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.