

POSITION DESCRIPTION – TEAM LEADER

Position Title	Partnerships Executive	Department	Engagement & Support
Location	Sydney / Melbourne	Direct/Indirect Reports	0
Reports to	Partnerships Manager	Date Revised	December 2019
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	Job Evaluation No:	HRC0010232

■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance.

■ Position Summary

As a Partnerships Executive, your focus will be to develop and grow relationships with corporate, philanthropic and other partners, to secure income generation, drive strategic value, and build non-financial support for Red Cross' work.

- You will assist with the acquisition of new corporate and philanthropic partners through targeted prospecting, industry networking and identification of new opportunities with potential partners aligned with Australian Red Cross' strategic objectives.
- You will initiate, meet with, negotiate and secure a range of sustainable funding relationships.
- You will support the development of high quality pitches, funding proposals and grants/tenders.
- You will manage a portfolio of existing relationships with partners that provide financial, pro bono or in-kind support for Red Cross.
- You will ensure the achievement of annual income and other non-financial targets. You will be highly motivated, creative and results-driven. You will thrive in a team environment.
- You will provide strategic advice on funding and sector trends and identify opportunities to ensure the organisation is well positioned to meet its business priorities.

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, probono, 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

- At least 5 years' 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
- 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

- **ACHIEVE | Drive Results | Takes responsibility for achieving results and maintains effective work behaviours under pressure**
Takes accountability for delivering high quality results | Stands by own decisions and takes responsibility for them | Sees tasks and projects through to completion | Maintains consistent high levels of effort throughout the working day | Accepts and tackles demanding goals
- **LEAD | Being Strategic | Identifies optimum strategic responses in a changing environment**
Implements team plans that support the achievement of Red Cross goals | Explains decisions and actions in terms of contribution to the short and long term organisational goals

- **THINK | Organisational Understanding and Compliance | Demonstrates understanding of Red Cross, its broader environment and complies with organisational procedures and guidelines** Demonstrates an understanding of the work of the domestic and international elements of the organisation | Understands and works within levels of authority and delegation | Understands and implements the policies and procedures of Red Cross | Understands the origins of the Movement and basic principles of International Humanitarian Law
- **LEAD | Self Development | Demonstrates a commitment to self development** Reviews past performance and identifies and acts on opportunities for improvement | Demonstrates self-awareness | Participates proactively in performance review as a process to receive constructive feedback | Actively pursues and takes advantage of training and other developmental opportunities
- **COLLABORATE | Engage and Influence others | Demonstrates appropriate engaging and influencing skills aligned with Red Cross objectives** Seeks out relationships that are mutually beneficial | Participates in a range of community and professional groups | Establishes and maintains good working relationship with internal and external stakeholders | Utilises a 'win-win' approach to presenting a case
- **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

■ 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