**POSITION DESCRIPTION**

**Position:** Partnerships Coordinator **Prepared By:** Karina Roberts

**Job Holder:** **Date:** 20th December 2017

**Reports To:** Corporate Partnerships and Volunteering Manager **Approved By:** Marla Bozic

**Unit:** Partnerships **Date:** 20/12/17

**Location:** Sydney

**SCOPE and PURPOSE**

United Way is one of the world’s largest privately funded non-government organisations (NGO) working in over 41 countries. With more than 125 years of global experience (over 50 years in Australia), United Way Australia’s (UWA) strategy is to build on the organisations’ social innovation and take collective impact to scale in communities across Australia.

Our community impact Mission is to mobilise communities to create lasting change in conditions that improve lives in the areas of income, education and health. We achieve this in partnership with corporates, individuals and communities who provide resources (both financial and non-financial) and volunteers who support grassroots community organisations.

The Partnerships Coordinator is responsible for offering high-level account management to key corporate and philanthropic partners, ensuring that these relationships are developed to their full potential. Working with a portfolio of partners, you will work closely with their internal team and the Partnerships team to deliver workplace giving, employee volunteering, advocacy initiatives, partnered projects and fundraising campaigns.   
   
The role of Partnerships Coordinator is ideal for an individual with demonstrated experience in building financially strong and mutually beneficial relationships.

**KEY ACCOUNTABILITIES**

**Corporate Partnerships**

* Work with corporate partners to maximise financial and non-financial contributions
* With guidance from the Corporate Partnerships and Volunteering Manager (CPVM) maintain all corporate partnerships engagement channels including workplace giving, employee volunteering, grants, sponsorship of events, partnered projects, advocacy initiatives and fundraising campaigns
* Support CPVM with Development and implementation annual corporate engagement plans to achieve set income targets and other key objectives
* Measure and report on corporate partnerships
* Update and maintain UWA donor and partnership database on United Way’s CRM systems
* Assist with and develop materials/assets for use in UWA communication channels; social media, Annual reports, website etc
* Assist with organisation of all volunteering, fundraising, networking and other UWA events
* Promote United Way’s mission to government, NGO agencies, corporate partners and philanthropic organisations

# Fundraising and Philanthropy

* In liaison with the Partnerships team, help plan, coordinate and grow income from Philanthropic funders
  + Identify Trusts and Foundations and other funding sources
  + Coordinate applications ensuring timely submissions and reporting
  + Ensure clear records are kept
  + Ensure relationships are built with key philanthropic funders by providing support to staff who are relationship managers
  + Institute and manage stewardship program for philanthropic funders including reporting and communication support.
* Help coordinate United Way Australia’s Individual giving and major gift program
  + Help Identify and cultivate relationships with potential HNWI’s, assisting with the development and delivery of creative proposals and relationship development
  + Work closely with key relationship holders to support the development of individual communications plans for Major Donors
  + Support execution of the plans including preparation of materials, recording donor engagement and helping with donor events.
  + Track donor income and retention
* Support the development work of the United Way National Council.
* Assist with the development or implementation of other fundraising initiates as needed.
* Work closely with the Fundraising Manager to identify and extend fundraising opportunities
* Maintain relevant records on the UWA donors (customer relationship management (CRM)) systems, Salesforce)

# Relationship Management and Teamwork

* Promote and represent UWA with key stakeholders including UWA affiliates, colleagues, local government, corporations, foundations and other non-profit organisations
* Develop cohesive personal and team relationships across the organisation and within the Resource Mobilisation and Community Impact and administration teams
* As a member of the Partnerships team, contribute to the teams strategic direction, budget and execution
* At all times ensure personal and team behaviour is consistent with UWA’s Values

# Governance, Compliance and Risk Management

* Carry out responsibilities in line with delegated authority
* Report any non-compliance or risk issues to the CEO, Finance Audit and Risk Committee or the UWA Board.

# Occupational Health & Safety

* Adhere to OH&S obligations and regulation

**LIMITS OF AUTHORITY & DECISION MAKING**

* + Authority to represent UWA in relevant public and professional forums
  + Authority to submit funding applications and fundraising agreements in consultation with CEO and the Head of Resource Mobilisation

**KEY RESULT AREA & MEASURES**

|  |  |
| --- | --- |
| **Key Result Area** | **Measures** |
| Corporate Engagement plan | % achievement vs plan |
| Financial responsibility | Revenue and expenses vs budget |
| Relationship management | Feedback from key stakeholders |
| Volunteer Effectiveness | Feedback and survey benchmark from volunteers |
| Risk management, OH&S & compliance | Nil significant breaches |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Tertiary qualifications in fundraising, sales, marketing, business or management, CSR or sustainability |  |
| **Experience** | *Successful demonstrated experience in:-*   * Experience in a fundraising, NFP corporate relationships, CSR or business development role * Experience of managing corporate partnership relationships, donors and volunteers * Experience in developing and implementing engagement programs with a range of stakeholders * Experience writing letters, reports, presentations and sales pitches to donors or customers * Using customer database management systems * Developing effective networks and relationships with internal and external stakeholders | * Experience of business development including proven experience of growing and developing existing accounts |
| **Skills & Aptitudes** | *Successful demonstrated evidence of:-*   * Highly developed written and verbals skills; interpersonal communication and negotiation skills * Confident presenting to clients, public speaking and delivering presentations * Highly professional and articulate, with a strong attention to detail * Exceptional time management skills and ability to balance multiple tasks/projects * Works independently and take a leadership role in the execution of plans * Highly developed computer literacy skills |  |
| **Knowledge** | *Successful demonstrated:-*   * An understanding of fundraising channels including individual donations, sponsorships, corporate support, events, legacies, grants and trusts * And understanding of corporate volunteering and advocacy * Understanding organisational brands and their role in fundraising and volunteering initiatives | * Existing local networks and contacts * Specialist knowledge in corporate philanthropy and/or CSR * Knowledge of best practice fundraising * Knowledge of best practice employee volunteering * Knowledge of United Way |
| **Personal Attributes** | * Exemplary ethics with high work standards * Passionate about the Third Sector and empathy for individuals in disadvantaged communities demonstrated motivator, as evidenced by communication, presence and career and/or personal history |  |
| **Other** | * Demonstrated commitment to UWA mission and values * Culture fit with organisation and team |  |