

## POSITION DESCRIPTION

<b>Position title</b>	Partnerships Development Manager - WA		
<b>Hours</b>	Full-time	<b>Contract terms</b>	Permanent
<b>Location</b>	Perth	<b>Department</b>	Fundraising
<b>Reporting to</b>	National Corporate Partnerships Manager – Growth and Engagement.  Dotted line to National Philanthropy Manager	<b>Number of Direct Reports</b>	nil

### Primary Purpose

The Partnerships Development Manager - WA is a talented and highly motivated professional responsible for driving revenue and creating sustainable growth from Redkite existing corporate partners, philanthropic donors, as well as securing new partners/donors in Western Australia. The role requires an ability to deliver on fundraising targets.

The Partnerships Development Manager reports to the National Corporate Partnerships Manager – Growth and Engagement on delivery of corporate revenue KPIs and has a reporting line to National Philanthropy Manager on delivery of philanthropy KPIs in WA. The role also works closely with National New Business Development Manager. This permanent, full-time position is based in Perth.

### Key Focus Areas

#### Revenue: Maximise Fundraising Outcomes

- Achieve annual income and expenditure targets for corporate and philanthropic revenue stream.
- Support the successful delivery of Redkite lead or income generating events through managing VIPs (corporate and philanthropic) and representing Redkite in WA.

#### Account and Relationship Management

##### Corporate:

- Work with the National Corporate Partnerships Manager – Growth and Engagement to develop and implement plans to significantly grow and build the profile of Redkite’s corporate partnerships in WA and Nationally and develop mutually beneficial tactics to engage loyal partners.
- Work with National New Business Development Manager to cultivate new corporate partnerships, developing proposals, delivering pitches, and overseeing partnership

agreements. Develop plans for key corporate partnerships with the biggest opportunities to grow.

- Actively manage a portfolio of multiple strategic partnerships.
- Develop multi-tiered engagement plans for all key corporate contacts. Ensure fundraising legislation compliance for all existing corporate partnerships.
- Represent Redkite at various events and activities held by corporate partners as a Redkite speaker and brand ambassador as required, on occasion out of hours or on the weekend.
- Facilitate bringing Redkite and corporate partner teams together to develop and implement high impact strategies which meet partnership KPIs.
- Implement other opportunities to positively profile corporate partners' generosity.

### **Philanthropy**

- Build and maintain relationships with individuals, foundations, and trusts, communicating funding opportunities to obtain philanthropic support for Redkite in WA.
- Develop and implement engagement plans for potential donors
- Manage the cultivation, solicitation of all allocated potential donors
- Prepare strategy and briefing documents for meetings with major donors, cultivation events for individuals, and manage follow-up activities to secure major gifts
- Prepare and present highly customised, compelling funding proposals to major gift prospects.
- Ensure appropriate and timely follow-up of donors following the receipt of a donation
- Pro-actively develop and manage relationships with Redkite staff organisation-wide, to identify opportunities and to facilitate the coordination of solicitation, cultivation, stewardship, and reporting of philanthropic gifts.
- Provide support to the National Manager of Philanthropy as required

### **Planning, Reporting & Admin**

- Assist National Corporate Partnerships Manager – Growth and Engagement and National Philanthropy Manager with annual strategic planning, budget process and related activities as required. Provide regular reports to Management on progress and results of the corporate partnerships and philanthropic supporters.
- Ensure accurate and up-to-date information on all actions are recorded in Redkite's CRM – Salesforce.
- Efficiently manage income, forecast and expenditure budget.
- Undertake other admin and reporting duties as required.

### **Management of Redkite Regional Council and other Committees**

- Ensure our Regional Council and Committees are engaged, supported and empowered to support children with cancer.

- Oversee target development and ensure the Regional Council and Committees are appropriately and strategically incorporated into acquiring or enhancing partnerships.
- Regularly attend meetings out of business hours.

## Skills & Competencies

<b>Essential</b>	<ul style="list-style-type: none"> <li>• At least 3-5 years' experience in relationship management role (major gifts, corporate, new business or account management) with demonstrated success in tailored building relationships and multi-tiered connections.</li> <li>• Demonstrated success working with a diverse range of internal and external stakeholders.</li> <li>• Demonstrated ability to manage multiple projects with shifting and short deadlines.</li> <li>• Advanced user of Microsoft Word, Excel and PowerPoint.</li> <li>• Superior proposal writing and presentation skills</li> <li>• The ability to articulate Redkite's vision, mission and progress through effective story telling.</li> <li>• Excellent interpersonal skills with an authentic warm and professional approach.</li> <li>• Accountable, proactive and results driven.</li> <li>• Excellent organisational and time management skills.</li> <li>• Demonstrated ability to use databases to support day to day activities</li> <li>• Current full driver's license.</li> <li>• Ability to work autonomously</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience managing executive level committees and volunteers</li> <li>• Experience using a fundraising (CRM) database to support fundraising activity and analysis.</li> </ul>
<b>Qualifications &amp; Education</b>	<p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Tertiary level fundraising, communications, business management qualifications or similar</li> </ul>