

## POSITION DESCRIPTION

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<b>Position title</b>	Corporate Partnerships Manager (VIC, NSW & SA)		
<b>Hours</b>	Full time	<b>Contract terms</b>	Permanent
<b>Location</b>	Melbourne	<b>Department</b>	Fundraising
<b>Reporting to</b>	National Corporate Partnerships Manager – Growth and Engagement	<b>Number of Direct Reports</b>	0

### Primary Purpose

The Corporate Partnerships Manager (VIC, NSW & SA) is a talented and highly motivated professional responsible for driving revenue and creating sustainable growth from existing Redkite corporate partners, as well as securing new partners in Victoria, NSW and SA. The role requires the ability to deliver on fundraising targets.

The Corporate Partnerships Manager (VIC, NSW & SA) reports to the National Corporate Partnerships Manager – Growth and Engagement and works closely with National New Business Development Manager. This permanent, full-time position is based in Melbourne.

### Key Focus Areas

#### Revenue: Maximise Fundraising Outcomes

- Achieve annual income and expenditure targets.
- 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 your States and Nationally.
- Develop mutually beneficial tactics to engage loyal partners.
- Undertake robust research, build and nurture a leads database and maintain a pipeline.
- Cultivate new corporate partnerships, developing proposals, delivering pitches and overseeing partnership agreements.
- Support the successful delivery of Redkite lead or income generating events through managing VIPs and representing Redkite in each of the States

#### Account Management

- 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
- Prepare regular stewardship reports for partners.
- 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.

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

- Assist Direct Manager with annual strategic planning, budget process and related activities.
- Provide regular reports to Management on progress and results of the corporate and community partnerships.
- Ensure all records are accurate and comprehensive and provide all data required for robust reports.
- Undertake all training required to understand and accurately use Redkite's CRM database, 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**

<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• At least 2 years' experience in relationship management role (major gifts, corporate, new business or account management) with demonstrated success in tailored building multi-tiered connections.</li> <li>• Demonstrated success working with a diverse range of internal and external stakeholders.</li> </ul>
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	<ul style="list-style-type: none"> <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 writing and presentation skills</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>• Ability to travel interstate</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>