

POSITION DESCRIPTION

TITLE:	Partnerships and Philanthropy Specialist
BUSINESS UNIT/DEPARTMENT:	Advocacy (Communications and Fundraising)
TYPE OF EMPLOYMENT:	Full Time
EFFECTIVE DATE:	January 2022
REMUNERATION:	Social and Community Services Level 4 pay point 4 to Level 5 pay point 1 (dependent on qualifications and experience)
REPORTING RELATIONSHIP:	General Manager, Advocacy (Communications and Fundraising)

OVERVIEW

Our Purpose

Hutt St Centre's vision is an end to homelessness. Our mission is to advocate with and empower people at risk of or experiencing homelessness, supporting them to rebuild their lives on their pathway to homefulness.

Your Purpose

The Partnerships and Philanthropy Specialist is responsible for developing and implementing an effective relationship management approach with high value supporters, to deliver significant and sustainable income to support the work of Hutt St Centre – working with major donors, corporates, philanthropic foundations, and Gifts in Wills supporters.

You'll use your experience and skill to cultivate profitable and mutually beneficial partnerships, both across existing and prospective major donors, corporates and philanthropic organisations to ensure efficient implementation and ongoing growth of the fundraising strategy.

This is a pivotal role that will see your results directly affect people we support.

AUTHORITY TO ACT

Staff will support and operate within:

- Hutt St Centre Vision, Mission, Organisational Values and Strategic Plan.
 - Hutt St Centre policies, procedures, guidelines, Code of Conduct and Practice Framework.
 - Defined limits of delegated authority.
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KEY DUTIES

High Value Acquisition and Renewal (individuals, corporate and fundraisers)

- Engage and support existing high value supporters to maximise fundraising potential and execute recognition strategies and programs.
- Research, identification and development of high value prospect pipelines to secure new support.
- Working with the General Manager and Direct Marketing Specialist to identify opportunities to map and build/maintain a resilient network of high value supporters within the current supporter base.

POSITION DESCRIPTION

- Work with internal stakeholders and subject matter experts to coordinate and develop suitable cases for support that are in line with the organisation's strategic plans.
- Develop and present pitches / proposals to deepen engagement with partners, as well as expand or renew partnerships.
- Develop and present pitches/proposals to solicit new high value gifts, partnerships and support.

High Value Engagement (individuals, corporate and fundraisers)

- Develop and execute partnership plans and annual engagement activities, in collaboration with partners and the internal team.
- Plan and execute a rolling program of strategic high value supporter meetings, events and other appropriate engagement activities with donors and prospects.
- Develop and implement personalised high value supporter stewardship plans.
- Coordinate and ensure effective and multi-level engagement with partners, including participation in events, volunteering and pro bono support activities.
- Engage with internal stakeholders to ensure supporters and funders receive timely and accurate reports with added impact updates on the projects they are funding.

High Value Support

- Lead support for businesses undertaking corporate fundraising, workplace giving, events and cause related marketing campaigns.
- Undertake and prepare timely partnership reviews and re-negotiation of MOUs or contracts.

Event Partnerships

- Undertake successful negotiations with corporate sponsors, partners and donors to maximise income, marketing and promotion potential from our key fundraising events Annual Business Lunch and Walk a Mile in My Boots including:
 - Secure sponsorships and/or matched giving for major events and campaigns.
 - Identify and recruit corporate teams for key fundraising initiatives.
 - Source and solicit auction items and prizes for key fundraising initiatives.

Trusts and Foundations

- Manage, maintain, improve and document processes and systems for identifying, researching, and cultivating strong relationships with prospective and existing trusts and foundations.
- Prepare application submissions / cases for support documents that accurately address funding guidelines.

Gift in Wills

- Work with the General Manager and Direct Marketing Specialist to develop and deliver a Gift in Wills program, including the annual budget, pipeline, growth and relationship strategy.

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- Provide exceptional relationship management and deliver a tailored stewardship journey for confirmed, intending and considering Gift in Will donors.
- Identify and coordinate opportunities to proactively promote Gift in Wills to cultivate leads and awareness.
- Oversee administration of estates when Hutt St Centre is a beneficiary, or supporter had indicated a confirmed bequest.
- Liaise with executors, solicitors, trustees and other charitable beneficiaries.

Operations

- Identify and establish efficient and effective processes and tools (including effective utilisation of the CRM) for relationship management of major donors and partners.
- Maintain a comprehensive relational database on high value donors and partners, including gift recording and acknowledgments, and ensuring all gifts are compliant with Australian tax law.
- Work closely with Communications Specialist on all partner and philanthropy marketing and communication needs.
- Collaborate effectively with internal stakeholders to ensure all collateral, communications and functions are executed at a high level and adhere to brand voice and guidelines.
- Provide portfolio updates for all reporting requirements.
- Conduct all activities in accordance with relevant regulations and legislations as determined by governing bodies and organisational policies and procedures
- Develop and implement fundraising protocols and processes, as required, to ensure compliance with FIA Code.

All team members may be required to assist with tasks outside of their core role during peak periods. Flexibility to work out of hours and for extended hours during peak periods as approved by Manager.

PERSONAL DEVELOPMENT

- Actively attend and participate in supervision and professional development opportunities to ensure high quality and safe, client-centric services.
 - Participate and actively contribute to HSC development activities including completion of HSC induction modules.
 - Actively contribute and participate in the yearly performance appraisal process.
 - Attend essential training such as Child Safe Environments Training, Cultural Awareness and Safe Place Training.
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POSITION DESCRIPTION

WORK, HEALTH AND SAFETY

- Comply with all policies, procedures and instructions in relation to work, health and safety (WHS).
 - Keep your work area free of hazards and follow all reasonable directions by your Manager.
 - Record all hazards or incidents within the WHS Portal and report them to your supervisor as soon as reasonably possible.
 - Act as a role model to other staff and volunteers by demonstrating safe work conduct, ensuring reasonable care that your actions or lack of action does not adversely affect others.
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EDUCATION/QUALIFICATIONS

- Tertiary qualifications in business, marketing, fundraising or a related discipline, or an equivalent combination of relevant experience and education in a business development, marketing or fundraising environment.
- Exceptional levels of confidentiality and integrity.

OTHER REQUIREMENTS

- A National Police Clearance and a DHS Working with Children Check.
 - A valid driver's license.
 - Full verified COVID-19 vaccination is a requirement (in line with the Directive under the Emergency Management Act for healthcare settings).
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KNOWLEDGE & SKILLS

Essential knowledge, skills and experience

- Proven experience in driving income by managing long-lasting stakeholder relationships.
- Solid stakeholder and relationship management skills with a proven ability to build sustainable relationships with a wide range of donors and key stakeholders.
- Proven success in creating and developing relationships through networking and referrals.
- Excellent communication skills including for impact reporting, proposals and supporter communications.
- Experience and enjoyment of public speaking and delivering presentations.
- Strong experience in a similar role (sales/business development/marketing) gained either in the not-for-profit or commercial sector.
- Flexibility to work outside normal office hours from time to time in peak periods, or to attend functions and represent Hutt St Centre.



POSITION DESCRIPTION

Desirable knowledge, skills and experience

- Previous experience in not-for-profit.
- A genuine interest in the not-for-profit sector and awareness of FIA is well regarded.

Attitude

- You'll be a proactive go-getter that loves to research, identify and inspire new business and philanthropic relationships with strong influencing skills and the confidence to genuinely 'make the Ask'.
- A polished and professional networker with exceptional writing, presentation and interpersonal skills including public speaking.
- Solutions orientated - looks to overcome setbacks with good grace and a positive, forward thinking attitude.
- Initiative and flexibility to positively adjust to changing requirements and situations.
- A team player with a willingness to jump in to help with other duties as required to support the team.

I have read, understood and agree to the requirements outlined in this position description.

Name

Signature

Date