

POSITION DESCRIPTION

TITLE:	Partnerships and Philanthropy Manager
BUSINESS UNIT/DEPARTMENT:	Advocacy (Communications and Fundraising)
TYPE OF EMPLOYMENT:	Full Time
EFFECTIVE DATE:	May 2023
REPORTING RELATIONSHIP:	General Manager, Advocacy (Communications and Fundraising)

OVERVIEW

Our Purpose

Hutt St Centre's vision is an end 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 Manager 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 corporates, major donors, 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.

KEY RESPONSIBILITIES

Corporate Support & Relationship Management

- In conjunction with the General Manager, establish the vision and development plans for each corporate supporter, ensuring each has clear objectives, key performance indicators (KPIs) and milestones.
- Develop and implement meaningful relationship management and engagement activities to ensure newly established and existing corporate supporters feel connected and aware of the impact of their giving.
- Identify potential new opportunities and prospects to grow support from the business community.
- 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.

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- Identify and recruit corporate teams for key fundraising initiatives.
- Source and solicit auction items and prizes for key fundraising initiatives.
- Lead support for businesses undertaking corporate fundraising, workplace giving, events and cause-related marketing campaigns including liaison with relevant internal and external stakeholders to manage activations and events
- Coordinate and ensure effective and multi-level engagement with partners, including participation in events, volunteering and pro bono support activities.

Philanthropy & Relationship Management

- Nurture relationships with existing and new high to mid value donors, as well as trusts and foundations, to secure gifts of significant value.
- Develop and implement meaningful relationship management and engagement activities to ensure mid and high value donors feel connected and aware of the impact of their giving.
- Work with the General Manager and Team Leader, Fundraising to identify opportunities to map and build/maintain a resilient network of high value supporters within the current supporter base.
- Manage, maintain, improve and document processes and systems for identifying, researching, and cultivating strong relationships with prospective and existing trusts and foundations.

Operations

- Identify and establish efficient and effective processes and tools (including effective utilisation of the CRM) for relationship management and revenue of donors and partners.
- Establish and implement processes and procedures to manage income and ensure the agreed scope of all funding agreements are tracked, delivered, and acquitted to deadline.
- Work with internal stakeholders to coordinate and develop suitable cases for support that are in line with the organisation's strategic plan.
- Engage with internal stakeholders to ensure donors and funders receive timely and accurate reports with added impact updates on the programs/projects they are funding.
- Build excellent internal stakeholder relationships with individuals that support the engagement of donors and funders.
- Attend conferences, meetings, and industry events to network and gather market information.
- Work closely with Team Leader, Communications and Team Leader, Fundraising on all partner and philanthropy marketing, communication and fundraising needs.
- Provide qualitative and quantitative monthly reports to the General Manager, Communications and Fundraising.
- Conduct all activities in accordance with relevant regulations and legislations as determined by governing bodies and organisational policies and procedures

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- Develop and implement fundraising protocols and processes, as required, to ensure compliance with FIA Code.
- Other position appropriate duties as assigned/directed.

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.

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.

POSITION DESCRIPTION

KNOWLEDGE & SKILLS

Essential knowledge, skills and experience

- Strong experience in a similar role (sales/business development/marketing) gained either in the not-for-profit or commercial sector.
- Proven experience in driving revenue generation through engagement, networking and referrals across a broad range of donors and stakeholders.
- Demonstrated experience in managing partnerships from solicitation through to engagement, activation, retention and stewardship.
- Demonstrated ability to develop partnership proposals, agreements and reports, complimented by strong analytical skills.
- Strong influencing skills and confidence in 'making the ask'.
- Experience and enjoyment of public speaking and delivering presentations.
- Methodical thinker who can identify and act on improvement opportunities.
- Flexibility to work outside normal office hours from time to time in peak periods, or to attend functions and represent Hutt St Centre.

Desirable knowledge, skills and experience

- Previous experience in not-for-profit.
- A genuine interest in the not-for-profit sector.

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 presentation and interpersonal skills including public speaking.
- Strong emotional intelligence to liaise with a diverse audience including corporate executives, mid and high value donors, bequestors, Foundation, Board and program managers.
- Have a growth mindset along with a curious mind while always being prepared to ask 'why' regarding strategic, operational and tactical initiatives.
- 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.