

POSITION DESCRIPTION

Position Title: Corporate Partnership Manager
Location: SEQ
Employer: Bravehearts
Reports to: Head of Community Engagement



Our Vision

To make Australia the safest place in the world to raise a child.

Mission Statement

Our Mission is to prevent child sexual assault in our society.

Guiding Principles

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour and without compromise and to continually ensure that the best interests and protection of the child are placed before all other considerations.

Guiding Values

Our guiding values are to at all times do all things to serve our Mission with uncompromising **integrity**, **respect**, **energy** and **empathy**, ensuring fairness, justice and hope for all children and those who protect them.

Purpose of Position:

The purpose of the Corporate Partnership Manager is to generate revenue, create sustainable growth and account manage state based and national corporate relationships. This role is responsible for the strategic development of existing partners and the creation of new long-term partnerships that are maximised to their full potential which includes partnerships that provide revenue to assist in maintaining Bravehearts viability into the future. This role will also identify and deliver high quality sponsorship opportunities, workplace giving and partnered events.

The Corporate Partnership Manager reports directly to the Head of Community Engagement. The role requires a demonstrated experience in building and managing financially strong and mutually beneficial relationships with well recognised brands and organisations.

Term of Appointment:

Full Time Permanent

Reporting Relationships

This position reports to the Head of Community Engagement.

Key Tasks, Responsibilities and Performance Indicators:

To maintain and cultivate relationships for Bravehearts, ensuring that those who support Bravehearts are appreciated. To create professional, strong and supportive relationships with Bravehearts key stakeholders, and to see those relationships produce maximum funding for Bravehearts.

To ensure that all details regarding contact, relationship profile, key communication points and level of financial/in kind support are kept up to date in the relevant database at all times. To work in collaboration with all members of the Community Engagement Team and in cooperation with other Bravehearts departments as necessary.

Specifically:

- Assist in the development of the Corporate partnership strategic plan;
- Deliver on Bravehearts strategic approach to retain, grow and acquire corporate partners;
- Build new business partnerships and maintain current relationships – via regular phone, email and face to face meetings;
- Research, identify, build and maintain a pipeline of prospective partnerships;
- Cold call, network and present to corporate businesses to appeal for funding and create long lasting partnerships;

- Bring new ideas to innovate and collaborate with the Community Engagement team;
- Attend external networking events to establish or strengthen relationships with corporate prospects;
- Develop, manage, track and exceed pre-set corporate/ sponsorship income targets and KPI's;
- Implement strong account management process to grow revenue (including a regular contact plan, pre/post reporting);
- Hold accountability for corporate partnerships, maximising fundraising opportunities, building long term mutually beneficial relationships;
- Develop and tailor proposal documents for large groups both to promote and communicate Bravehearts position within the community;
- Develop, execute and track corporate partnership initiatives monthly e.g. workplace giving and matched giving programs;
- Weekly reporting to Head of Community Engagement;
- Monthly reporting for inclusion in CET board report; and
- Work in close collaboration with all members of the CET and departments of Bravehearts.

Other:

- Meet, and where possible exceed, agreed personal Key Performance Indicators;
- Participate in bi-annual Planning and Support Sessions;
- Participate in self-care activities; and
- Work as part of a team to attain Bravehearts Mission.

Personal Qualities

- The appointee should have personal qualities of integrity, sound judgement, high levels of communication and negotiation skills and respect for individuals;
- The capacity to work enthusiastically within the parameters of the Bravehearts Mission and philosophy and to its Vision for an optimum contribution to the prevention of harm to children and to support children who have been sexually assaulted, their non-offending family members and primary caregivers; and
- Principles of social justice will underpin the appointee's practice.

Skills and Abilities

- Extensive experience managing corporate partnership program for a leading charity or a large brand in a commercial environment;
- Demonstrated success and achievements growing and maintaining solution-based sales relationships with large corporates or national brands;
- A proven track record for delivering high level customer service and brand representation;
- Highly developed written, oral communication, negotiation and presentation skills, including the ability to write professional correspondence;
- Confident with excellent strategic research, pitch and presentation skills;
- High personal presentation standards;
- Ability to communicate effectively with a wide range of stakeholders;
- Must be target driven with a passion for results and achieving set growth targets;
- Exceptional time management skills;
- Ability to manage multiple projects simultaneously;
- Proven ability to prioritise and balance a demanding workload;
- Highly professional and articulate, with a genuine passion for the organisation;
- Advanced use of Microsoft office suite and strong keyboard skills; and
- Working with children (blue card), current Australian driver's licence and willingness to obtain a National Police Check Certificate are essential to this role.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____