

Job Title and Classification	Partnership Manager – GA Foundation – L6
Location	Melbourne, VIC
Program/Department	GA Foundation
Position Status	Full Time
Accountable to	Director Marketing Communications and GA Foundation
Direct Reports	N/A
Portfolio Scope	
<p>The Partnerships Manager will join our Greening Australia Foundation team, developing and growing meaningful philanthropic relationships to help achieve Greening Australia’s strategic 2030 goals.</p> <p>This role will manage and grow an existing portfolio of relationships this includes philanthropic and corporate trusts and foundations and some major individual donors. A great opportunity exists to launch our new Bequest Donor program and take ownership of this. This new program is yours to shape and build with an identified pipeline of 100 bequest donors to engage to get the program up and running.</p> <p>In addition to your existing portfolio of relationships, as a small team it is expected that the Partnerships Manager will also seek to identify and acquire new donors to grow the portfolio and secure income opportunities in line with the fundraising goals.</p> <p>Working effectively with internal stakeholders to progress and develop new supporter relationships will be key to the roles’ success. Specifically you will work across several internal stakeholder groups to develop tailored proposals so experience in managing project coordination will be beneficial.</p> <p>Key activities in this role would include writing grant applications, developing compelling proposals, acquittals, reporting and stewardship activity including delivering an engaging donor journey through planned engagement, networking and events.</p> <p>You will have a passion for working with people and a natural curiosity to seek out mission alignment with prospective donors - matching donor aspirations with Greening Australia’s vision to restore Australian landscapes at scale. You will have a high level of integrity and accountability with a focus on achieving your goals through a ‘donor centric’ approach, ensuring that relationships with supporters are meaningful and long-lasting.</p> <p>This role will be fast-paced, have lots of variety, and will involve engaging with a range of stakeholders as well as working collaboratively with our Foundation team to meet our goals. Bringing your 'can do' attitude and solutions focussed approach will be essential to your success.</p> <p>This role is national in focused with donors located throughout Australia and some internationally.</p>	
Stakeholders	
Internal	<ul style="list-style-type: none"> • Foundational and Commercial development teams • Marketing and Communications • Program delivery • Enterprise –seed and carbon businesses • GA executive team

<p>External</p>	<ul style="list-style-type: none"> • Greening Australia supporters and donors • Prospective supporters and donors • Agencies we may engage where required
<p align="center">Key Position Accountabilities and Outcomes</p>	
<p>The position is accountable for raising philanthropic funds from foundations, businesses and high net worth individuals, through major gifts, grants and bequests. The Partnerships Manager will:</p> <ul style="list-style-type: none"> • Achieve annual fundraising targets and KPI's as set out by the Foundation • Work with donors to develop deeper relationships taking a long term multi-faceted approach • Work with internal teams to develop and lead proposals (including budgets) that appeal to donor's values and desires to support solutions that help people and nature thrive • Create and implement a relationship management plan for key donors with specific and measurable goals based on their history of giving and our knowledge of that donor's potential, that will retain and upgrade gifts in line with fundraising goals and targets • Identify, research and qualify new donors to grow the portfolio and income received • Track all donor communications and activities accurately in Greening Australia's CRM system • Create monthly and quarterly reports as required by management that accurately reflect portfolio activity and performance • Input into strategy and budgeting process for the Foundation where required • Mentor more junior staff in the Foundation where relevant • Manage and track all supporter communications, activities and milestones in CRM system (Mission) and utilise CRM to develop reports as required by management that accurately reflect portfolio activity and measures performance • Other activities as directed by the Director Marketing & Communications that move the Foundation towards meeting its fundraising goals and targets • Manage and track all supporter communications, activities and milestones in CRM system (Mission CRM – Microsoft Dynamics) • Create and utilise CRM reports as required by management that accurately reflect portfolio activity and measures performance • Any other duties relevant to this role and department area 	
<p align="center">Position Requirements</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Bachelor's degree and/or 5+ years related experience or an equivalent combination. • Experience in strategic relationship management - building and maintaining multi-faceted long-term relationships between with donors or clients. Experience with trusts & foundations, major gifts and bequests will be highly advantageous • Demonstrated results of stewardship, acquisition and retention of donors or clients. • Experience in working with a variety of internal multi-disciplinary stakeholders and managing complexity to reach organisational and donor or client outcomes. Experience in coordination of projects involving multi stakeholders will be an advantage. • Demonstrated success in developing new business and developing tailored proposals

	<ul style="list-style-type: none"> • Experience in managing and tracking multiple prospects, donors or clients and projects. • Exemplary communication skills including writing, proposal development and reporting skills. • A solution focused attitude and tenacity – adaptability, critical thinking and ability to pivot, people skills, listening, empathy and the ability to lead and take initiative are essential for success in this role. • Strong organisational and administrative skills • Experience in using a CRM database and managing a pipeline of relationships • Advanced proficiency in Microsoft Word, Excel and Powerpoint • Ability to undertake occasional inter / intra state travel for short periods (2-3 days) • Interest in the environment and/or conservation
Desirable	<p>Desirable</p> <ul style="list-style-type: none"> • Certified Fundraising Executive qualification an advantage • Knowledge of current trends in charitable giving in the areas of capital campaigns, major gifts and bequests. • Understanding of the environmental sector

Key Performance Indicators

Specific achievement requirements and targets for the function and scope of the role are determined each year and are subject to ongoing discussion as an integral element of the Performance Development and Review process operated by Greening Australia. All KPI's are listed in individual My Action Plans (MAPS) and are derived from the Annual Business Plan of each program/business area.

Competency Framework

The Greening Australia Competency Framework identifies the skills needed to successfully complete the Accountabilities and Outcomes of each role. Our core competencies are linked directly to the Greening Australia Values and are as follows:

1. Knowledge and Capability
2. Accountability
3. Leadership
4. Communication
5. Collaboration
6. Innovation & Strategy
7. Project Management
8. WHS Leadership

