



POSITION

DESCRIPTION

Job Title:	CORPORATE PARTNERSHIPS MANAGER
Location:	Melbourne/Sydney preferred
Reports to:	National Business and Innovation Manager
Status:	Full time

INTRODUCTION

We exist to make a difference – Specifically, our purpose is *to strengthen the health of our communities and our ecosystems for mutual benefit* and the difference that we make is the sum of our on-ground and in-community impacts.

Our impacts occur in two areas, **Stronger Communities** and **More Resilient Ecosystems**. Within these two areas we develop programs around our core competency of community engagement that focus on:

- **Building Capacity and Knowledge** - We support communities to care for ecosystems and for each other.
- **Cultivating Health and Well-being** - We help people get healthy and connect to their community.
- **Protecting our Ecosystems** - We tackle threats to our ecosystems and help preserve them for the future.
- **Restoring our Ecosystems** - We work with others to repair and restore damaged ecosystems.

CVA was established in 1982 and now operates from locations across Australia and New Zealand.

SUMMARY STATEMENT

The Corporate Partnerships Manager is responsible for developing, managing and fostering relationships between Conservation Volunteers Australia (CVA) and its corporate partners. Working within the National Business and Innovation team, this opportunity is ideal for an individual with experience in building and managing financially strong and mutually beneficial corporate relationships with a good understanding of developing and managing pipelines and a strong aptitude in partnership management, business development and account management. This role will focus on leveraging current relationships and building a pipeline of new prospects and opportunities to build sustainable and meaningful partnerships that create value for both parties and allows CVA to achieve its purpose.

The ideal applicant will have experience developing corporate partnerships for non-profit organisations, or will have private sector experience developing corporate partnerships and be interested in transitioning their skills into the non-profit sector.

CONTEXT

- Conservation Volunteers has established strong partnerships over a long period of time with numerous corporate and government partners.
- New partnerships need to be developed to ensure the sustainability of our programs and existing partnerships need to be further developed.

TASKS & DUTIES

- Generate corporate fundraising revenue to meet annually agreed income targets.
- Maintain and grow an active pipeline of corporate prospects.
- Develop tailor-made and innovative corporate strategies and tactics for identifying, cultivating, soliciting and stewarding a portfolio of corporate partners.
- Develop proposals in collaboration with other National and Regional staff to meet our mutual needs.
- Prepare and present proposals to potential corporates both alone and, if appropriate, by strategically involving other senior management staff or the CEO.
- Manage and strategically build the relationship with an existing portfolio of corporate partners – 40% focus and relevant KPI's are related to management and retention of existing partners.
- Build the new business and partnerships pipeline – 60% focus and relevant KPI's are related to acquisition of new partners.
- Maximise broader fundraising opportunities including events and sponsorship.
- In consultation with the National Business and Innovation Manager develop strategies to increase activity in areas such as workplace giving.
- Complete reports as required on corporate partnerships and budget against plans and forecasts.
- Record and report on account management activity using Salesforce

RESPONSIBILITY & ACCOUNTABILITY

- The Corporate Partnerships Manager reports to the National Business and Innovation Manager and will work with other national business roles. The role will also work in collaboration with the broader senior team and regional management staff.

WORKING CONDITIONS

The preferred locations for this role are Melbourne or Sydney, however other locations will be considered for outstanding applicants. From the chosen location some domestic travel is expected in order to network, promote and deliver the requirements of the role.

Some out of hours work is expected in this role, with Time Off in Lieu available to be taken within the following pay period.

In addition to the starting salary, 9.5% superannuation, 17.5% annual leave loading and the option to salary package will be offered. A mobile telephone will also be provided for business purposes.

As CVA is recognized by the Australian Tax Office as a Public Benevolent Institution (PBI), salary packaging, which reduces the amount of tax to be paid, is available to all full time CVA employees.

In line with CVA Salary Packaging Policy, the option to salary package benefits is only guaranteed as long as CVA retains the PBI status.

ESSENTIAL QUALIFICATIONS & ATTRIBUTES

- Full driver's licence.
- Well-developed communication skills, both written and verbal, and an aptitude for public speaking.
- Excellent computer skills.
- A passion for conservation and the environment.
- Mature, outgoing personality possessing the style, stature, leadership and diplomacy required to work effectively with senior staff, volunteers and corporate partners.

KEY SELECTION CRITERIA

- Experience with proven expertise in account management and corporate partnerships management.
- Demonstrated experience in planning all steps in corporate relationship management.
- Past success preparing and presenting proposals for corporates and securing funding.
- Experience developing and managing the pipeline of prospective corporate partners.
- Excellent interpersonal skills, including persuasive abilities, effective listening, diplomacy and tact, team-playing with demonstrated success in dealing with corporates.
- Ability to work independently but also operate efficiently and effectively within a collaborative team environment.
- Experience using Salesforce or other customer relationship management platforms