



POSITION DESCRIPTION

Job Title: Partnerships Coordinator
Reports to: Strategic Partnerships Director

INTRODUCTION

Conservation Volunteers Australia is a national, cause-based organization, established in 1982. 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.

We are Australia's conservation engagement experts. In Australia, our whole of organisational 2026 goal is to build and activate a national community of 1 million nature stewards. We provide our community with inspiration and opportunities to take action for nature in ways that are good for them and good for nature. We achieve this activation and deliver our purpose through five campaigns:

- Greener Cities – Reconnecting people with nature in cities and towns
- Revive – Reducing threats to sensitive aquatic and coastal environments
- Green Links – Repairing habitats for expansion and movement of native wildlife and plants
- Wild Futures – Helping species and places in special need
- Future Stewards – Sharing our skills, knowledge and passion with learners of all ages

SUMMARY STATEMENT

The Partnerships Coordinator is responsible for supporting the partnerships team in engaging and maintaining corporate partners. Approximately 60% of this role will be focused on the successful implementation of the Corporate Challenge Series, with the remaining percentage time focused on developing prospect lists, and growing revenue via Corporate Giving and digital platforms where CVA can capitalize on revenue and giving streams.

Reporting to the Strategic Partnerships Director the Partnerships Coordinator will operate as an integral part of the Partnerships team and work collaboratively with other functions such as community engagement, field operations, and with project managers to ensure we simultaneously meet our campaign and partnership objectives.

DUTIES

All CVA Employees

- Maintain a strong focus on Workplace Health and Safety and actively provide leadership to ensure all operations maintain a strong safety culture
- Increase community awareness of our organisation and its impacts through the promotion of CVA's purpose and our Campaigns and projects
- Work in accordance with CVA Policies & Procedures and the Employee Code of Conduct
- Actively contribute to maintaining team morale & motivation
- Respond within approved procedures in the case of an accident or emergency
- Exhibit high standards of professional and personal behaviour

Corporate Events - 60% of focus

- Manage the Corporate Challenge Series of events and ensure their success by liaising with internal stakeholders (QCC Team) and external stakeholders (corporate partners)
- Grow the Corporate Challenge Series as an opportunity to bring new revenue and strengthen our value proposition (eg through sponsorship, expanded scale)

Corporate and Giving Platforms – 40% of focus

- Interrogate former revenue streams; rebuild and expand these.
- Implement the approach to giving
- Make recommendations and implement changes to process

Promotions

- Manage incoming corporate enquiries with the aim of converting them into new partnerships
- Liaise with the Engagement team to provide on-brand materials for corporate partners
- Manage, plan and write the partnerships newsletter and grow subscription numbers
- Ensure corporate collateral and websites are up to date
- Assist with the preparation of media releases and award applications to promote and raise awareness of CVA's partnerships

Partnership support

- Assist with the implementation of the Partnerships team's workplan
- Assist Strategic Partnerships Director with the preparation of proposals, case studies, written reports and partnership agreements
- Use our customer relationship management system Salesforce

Administration/Other

- Provide reports to the Strategic Partnerships Director
- Update the CRM system and website, ensuring confidentiality of data
- Regular reporting in line with Standard Operating Procedures
- General office administration duties
- Other duties as directed

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Proven events, sales and marketing experience, especially in business relationship development
- Well-developed communication skills, both written and verbal, and the ability to liaise with diverse stakeholders
- Attention to detail and the ability to prioritise
- Well-developed organisational and interpersonal skills

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Experience in working with a charity, nonprofit / for purpose and/or from a corporate background
- Working collaboratively with others and delivering projects from start to end
- Research and Analytical Skills
- Use of CRM systems, in particular Salesforce.

KEY PERFORMANCE INDICATORS

- Reports and proposals are written and submitted in a timely manner in conjunction with the Partnerships team
- Compelling media releases and award applications are written for partners
- Partnership webpages and collateral are kept up to date

- The Corporate Challenge Series events are successfully delivered, expanded and well received by participating partners
- Incoming enquiries are responded to in a timely and professional manner
- Salesforce is used to report on corporate status including opportunities, target performance and relationships with existing and prospective partners

KEY SELECTION CRITERIA

- Demonstrated experience in supporting and coordinating the activity of a dynamic and professional team
- Strong digital platform experience in particular relation to giving
- Proven ability to engage with corporate partners and demonstrated project management skills
Proven ability to communicate professionally with internal and external partners
- Demonstrated capacity to write compelling proposals and reports, while also having the ability to write creatively for marketing purposes
- Strong interpersonal skills with the ability to interact and establish professional strategic relationships with internal and external stakeholders
- Ability to work independently and as an effective member of a multidisciplinary project team

RESPONSIBILITY & ACCOUNTABILITY

This Partnerships Coordinator is accountable to the Strategic Partnerships Director.

FINANCIAL DELEGATION AUTHORITY

The Partnerships Coordinator has no financial delegation.

WORKING CONDITIONS

The position may require travel to various CVA or partner locations.

Some out of hours work may be expected from time to time in this role, with Time Off In Lieu (TOIL) available to be taken in accordance with the TOIL policy.

In addition to the starting salary, employer superannuation guarantee, according to current legislation, and 17.5% annual leave loading.

OUR COMMITMENT TO CHILD SAFETY

Our organisation is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. Our organisation has robust human resources and recruitment practices for all staff. Our organisations is committed to regularly training and educating our staff on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.