

## POSITION DESCRIPTION

<b>Position Title</b>	Corporate Partnerships Manager	<b>Position Number</b>	SBH-9
<b>Service Area</b>	Communications & Engagement		
<b>Remuneration</b>	Negotiated	<b>Position FTE</b>	1.0 (38 hours per week)
<b>Reporting to</b>	General Manager Strategic Partnerships & Growth		
<b>Supervision of</b>	No supervisory responsibilities		
			Updated April 2022

### Our Vision, Mission and Values

#### Our Vision

A community where everyone has a safe and secure place to call home.

#### Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

#### Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

<b>Empowerment</b>	We create a community where everyone believes they have the ability to make a difference.
<b>Innovation</b>	We foster an environment where creativity thrives.
<b>Commitment</b>	We have the courage and determination to make it happen.
<b>Collaboration</b>	We work together to achieve shared goals.
<b>Social Justice</b>	We believe everyone has a right to equitable treatment, dignity and compassion.

### Position Overview

The Corporate Partnerships Manager will strengthen and grow the fundraising capability of St Bart's through the delivery of our Fundraising Strategy, with a focus on expanding our corporate supporter base to grow income and steward St Bart's existing supporter base.

**We're by  
your side.**



# St Bart's

## Key Responsibilities

- Implement, monitor, and report on the St Bart's Fundraising Strategy to maximise growth and revenue
- Identify and convert prospective partnership and donor opportunities, through cultivating and utilising existing networks
- Engage and retain corporate partners with large scale corporate organisations, sponsors and individual donors to secure grants, major gifts and bequests
- Develop and implement strategically aligned fundraising initiatives to secure funding and ensure revenue growth
- Increase the bequest opportunity of St Barts through identifying and cultivating prospects, strategize approaches and opportunities and develop all required bequest processes, systems and materials
- Identify and secure potential grant funding, through preparing grant applications and managing the annual grants scheduling calendar
- Research major gift prospects, plan all cultivation, approaches, and stewardships for major gifts
- Prepare and implement all fundraising materials for appeals and campaigns of St Bart's and all associated policies, procedures and processes
- Develop and present compelling cases that engage stakeholders and garner support for St Bart's programs and projects
- Develop and nurture long term and credible relationships with stakeholders on behalf of St Bart's to maximise opportunity and value add
- Work closely with the Communications & Engagement Team to produce high impact, brand aligned communications and marketing collateral to support the fundraising strategy
- Ensure compliance with the ACNC Regulations, Australian Taxation Office requirements and other charitable licencing requirements with respect to data collection and recordkeeping

## Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Occupational Health and Safety requirements and as directed by St Barts.
- Participate in the St Barts Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts.
- Understand, comply with, and adhere to the St Barts Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault requirements within set timeframes.

# St Bart's

- Participate in, and contribute to, all St Barts Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria	
<b>Education</b>	
Tertiary qualification in Communications, Commerce, Governance or similar	Essential
<b>Experience</b>	
Significant demonstrated work experience relevant to the position, including developing and managing large corporate partnerships	Essential
Demonstrated experience in business development within the not-for-profit sector, with success in achieving fundraising targets and KPIs	Essential
<b>Knowledge, Skills and Abilities</b>	
Excellent interpersonal skills, with the ability to engage, effectively network and positively influence major sponsors and partners	Essential
Strong verbal and written communication skills, with demonstrated ability to prepare exceptional submissions, presentations and to articulate value	Essential
Demonstrated project management skills, with the ability to effectively plan, adhere to budgets and report on outcomes	Essential
Ability to work to tight deadlines, plan and schedule activities in a busy environment and managing multiple activities simultaneously	Essential
Working knowledge of CRM databases, systems and other processes	Desirable
<b>Other</b>	
Current satisfactory National Police Clearance obtained within the last three months	Essential
Current WA "C" Class Drivers Licence	Essential

# St Bart's

## Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

**Employee**

**Name**

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**Signature**

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**Date**

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