

POSITION DESCRIPTION

Position Title	Corporate Partnerships Manager	Position Number	
Service Area	Strategic Partnerships and Growth		
Remuneration	Remuneration negotiated dependent on Qualifications and Experience	Position FTE	1.0 (38 hours per week)
Reporting to	General Manager Strategic Partnerships & Growth		
Supervision of	No supervisory responsibilities		
			Updated December 2023

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.

- Empowerment** We create a community where everyone believes they have the ability to make a difference.
- Innovation** We foster an environment where creativity thrives.
- Commitment** We have the courage and determination to make it happen.
- Collaboration** We work together to achieve shared goals.
- Social Justice** 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. The role will drive revenue through identifying, sourcing, building and maintaining strong relationships with corporate organisations, high net worth individuals, trusts, foundations, and philanthropic donors, demonstrating the impact of donor gifts as St Bart's delivers its Mission.

**We're by
your side.**



Key Responsibilities

- Manage, maintain, and strengthen existing relationships, including major corporate partners, high net worth individuals, and philanthropic supporters.
- Research, identify, develop and secure new partnerships and supporters with a long term focus on securing sustained growth in fundraising income to support our transformational projects.
- Manage the associated tracking, reporting and administration of all fundraising activities, including regular reporting for the Executive and Board on fundraising campaign outcomes against budgets.
- Drive the effective utilisation and oversight of the CRM (eTapestry), to ensure integrity of data and functional fitness-for-purpose for all mission critical processes including supporter processing, supporter record keeping, and communications. This includes the hands-on data inputting and management of key stakeholders.
- Work closely with the Communications & Engagement team to promote fundraising messages and materials for appeals and campaigns across all channels.
- 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.
- Represent St Bart's at networking functions to expand donor networks and St Bart's profile.
- Ensure fundraising standards, principles, policies, and procedures, are compliant with relevant legislation and industry standards
- Liaise closely with the Communications & Engagement Officer to ensure a robust and comprehensive suite of collateral for all fundraising initiatives.

Additional Objectives for all St Bart's employees

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

St Bart's

system) requirements within set timeframes.

- Participate in, and contribute to, all St Bart's 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	
Qualifications	
Tertiary qualification in Communications, Commerce, Governance or similar	Desirable
Experience	
Significant demonstrated work experience relevant to the position, including developing and managing large corporate partnerships	Essential
Demonstrated experience in business development, with success in achieving financial targets and KPIs	Essential
Knowledge, Skills and Abilities	
Excellent interpersonal skills, with the ability to engage, effectively network and positively influence major supporters and partners	Essential
Excellent verbal and written communication skills, with demonstrated ability to prepare exceptional submissions, presentations and pitches	Essential
Strong customer centric approach to partnership acquisition and stewardship	Essential
Ability to work to tight deadlines, plan and schedule activities in a busy environment and managing multiple activities simultaneously	Essential
Computer literacy skills across Microsoft Office Suite and CRM databases, systems and other processes	Essential
Other	
A current satisfactory National Police Clearance obtained within the last three months	Essential
A current WA "C" Class Drivers Licence	Essential

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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

Signature

Date
