

## POSITION DESCRIPTION

### POSITION DETAILS

Position Title:	Corporate Partnerships Specialist
Reports To:	Philanthropy & Partnerships Manager
Position Type:	Part time (3-4 days)
Salary:	\$80K pro rata
Date issued:	August 2021

### MAIN PURPOSE OF POSITION

The Corporate Partnerships Specialist will work with the Philanthropy & Partnerships Manager and Head of Fundraising to develop and implement ActionAid Australia's (AAA) Corporate Partnerships strategy. This role will actively identify, research and classify new corporate partners, building a pipeline of prospects that align with ActionAid's values. It will work consistently and proactively to convert these to strategic partnerships that contribute funding towards our programs and campaigns. This will involve cultivating and managing relationships with Australian-headquartered corporate partners in order to secure financial support. The aim of this role is to develop long-term, transformative and impactful partnerships that help us to achieve strategic goals across fundraising, advocacy and brand profile.

Key objectives of the role are:

1. Lead the development of a corporate partnerships strategy that aligns with ActionAid's mission and values and has broad organisational support
2. Build the corporate pipeline and develop new business relationships working with relevant colleagues
3. Secure AAA's first multi-year \$1m corporate partnership in support of the [Arise Fund](#)

### KEY ROLES AND RESPONSIBILITIES

Key Responsibilities	Tasks/Duties
<b>Strategic Development</b>	<ul style="list-style-type: none"> <li>• Develop a corporate fundraising strategy for AAA which outlines a growing corporate partnerships program, and raises over \$2m by 2024.</li> <li>• Identify new prospects and develop the pipeline in support of ActionAid's Arise Fund, an ambitious campaign to support one million women leading crisis response in 10 countries</li> <li>• Lead engagement with top prospects, developing a cultivation plan for top prospects and seeking creative opportunities to engage with companies and their customer base.</li> <li>• Develop tailored and compelling new business pitches and proposals which align to ActionAid's strategic objectives, including developing a multi-country partnership offering under the Arise Fund that leverages relationships with the Australian head office and with national offices to offer multi-layered partnerships rooted in the community.</li> <li>• Identify opportunities to increase the profile of AAA as a credible private sector partner across civil society, business and sustainability forums.</li> <li>• Support the identification of potential tech partnerships that could enable ActionAid to accelerate change with the women we work with in close collaboration with the programs team</li> <li>• Assist in building and embedding a culture where corporate partnerships can thrive.</li> </ul>

	<ul style="list-style-type: none"> <li>• Development of a compelling suite of corporate focused collateral, including pitch documents and new business proposals based on program needs, ensuring appropriate editorial sign off.</li> </ul>
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>• Lead on the day-to-day relationship management of AAA's fundraising partnerships with corporates, including pitch and proposal development, preparation of partnership agreements.</li> <li>• Support the Head of Fundraising and Innovation in the management of the Arise Leadership Circle.</li> <li>• Create and manage event opportunities for corporate audiences, working alongside the Philanthropy and Partnerships Manager and other AAA staff including guestlist development, invite design and distribution, event design.</li> <li>• Maintain up to date records of all communications with corporate partners using Raisers Edge database and other communication platforms, in line with data protection legislation and to ensure that donor relationships are well managed and coordinated.</li> <li>• Ensure that ActionAid's Corporate Engagement Framework is implemented with a view to ensuring it enables the delivery of strategic corporate partnerships that benefit ActionAid's strategic goals around programming, brand and fundraising.</li> <li>• Keep ActionAid's global Contract Management System database and other federation platforms up to date with required corporate partnership information.</li> </ul>
Budgets, planning and reporting	<ul style="list-style-type: none"> <li>• Working with relevant colleagues in Australia and in-country partners to prepare corporate partnership materials and budgets.</li> <li>• Prepare timely impact reports for corporate partners in accordance with reporting requirements.</li> <li>• Maintain accurate and up to date corporate income tracking, coding and forecasts, working with the Philanthropy &amp; Partnerships Manager as well as the Data Analyst and Finance Department to identify and address variances as needed.</li> </ul>

## SKILLS & COMPETENCIES REQUIRED

### Essential

- A commitment to ActionAid's mission and values, including advancing women's rights.
- Demonstrated experience of securing six-figure+ corporate-charity partnerships
- Understanding of good practices within business-charity partnerships, ideally within an international development context
- Demonstrated experience in building and maintaining strategic partnerships
- Proactive problem solver who is entrepreneurial, ambitious and target driven and able to create innovative partnership opportunities
- Self-driven with the ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working and partnerships
- Experience of successfully building relationships with donors, especially those at a senior level in the business world
- Excellent written and verbal communication skills including ability to pitch with confidence and write compelling proposals and donor reports
- Excellent external networking, relationship building and influencing skills.

### Desirable

- Experience in partnership development within the international development and/or humanitarian work
- Awareness of global sustainability trends and how ActionAid and/or corporate partnerships can respond to these in our engagement approach.
- Experience of brand and marketing partnerships.
- Knowledge of Raiser's Edge or similar fundraising database considered an asset.