

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Philanthropy & Partnerships Specialist
Reports To:	Philanthropy & Partnerships Manager
Position Type:	Full time
Salary:	\$85K+ base salary + super + salary packaging benefits +flexible work
Date issued:	June 2024

MAIN PURPOSE OF POSITION

The Philanthropy and Partnerships (P&P) Specialist is a key role in the P&P team, responsible for securing and managing corporate partnerships and major donor relationships to ensure the continued growth of AAA's high value fundraising program. By working closely with corporates and a portfolio of major donors, this role will secure both unrestricted and project-specific funding in line with the organisational strategy.

This role will manage the partnership process from identifying and classifying prospective corporate partners, working closely with the program and fundraising teams to create and deliver compelling pitches, concept notes and grant applications, as well as deliver excellent donor stewardship, including producing engaging project reports and donor communications. The P&P Specialist will work closely with the Executive Director as well as peers from across the ActionAid Federation.

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. Working with the P&P manager to implement AAA's corporate and philanthropic partnerships strategy that aligns with the organisation's new strategic plan.
2. To actively build the corporate pipeline and cultivate relationships using a business development approach.
3. To develop compelling proposals and communications for corporate and major donors that are tailored to their interests and position the work of ActionAid

Expectations of the role:

To secure a multi-year corporate partnership valued at \$500,000+ in support of ActionAid.

KEY ROLES AND RESPONSIBILITIES

Key Responsibilities	Tasks/Duties
Strategic Development	<ul style="list-style-type: none"> Identify new prospects and develop the pipeline in support of ActionAid’s Arise Fund, an ambitious campaign to raise \$20 million leveraging philanthropic and institutional donors in the next 5 years. Lead engagement with top corporate prospects, develop bespoke cultivation plans and seek creative opportunities to engage with companies and their customer base. 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 Country partners. Identify opportunities to increase the profile of AAA as a credible private sector partner across civil society, business and sustainability forums. 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. Assist in building and embedding a culture where corporate partnerships can thrive. Develop a compelling suite of corporate focused collateral and communications plan for donors and partners, including pitch documents and new business proposals based on program needs, ensuring appropriate editorial sign off.
Operational Management	<ul style="list-style-type: none"> Lead on the day-to-day relationship management of AAA’s fundraising partnerships with corporates and a portfolio of major donors, including preparation of partnership agreements. Create and manage event opportunities working alongside the Philanthropy & Partnerships Manager and other AAA staff including guestlist development, invite distribution and event design. Maintain up to date records of all communications with 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. 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. Keep ActionAid’s global Contract Management System database and other federation platforms up to date with required corporate and philanthropic partnership information.
Budgets, planning and reporting	<ul style="list-style-type: none"> Working with relevant colleagues in Australia and in-country partners to prepare proposals and budgets. Prepare timely impact reports for corporate and philanthropic partners in accordance with reporting requirements. Support the maintenance of accurate and up to date income tracking, coding and forecasts, working with the Philanthropy & Partnerships Manager as well as the Data Analyst and Finance Department to identify and address variances as needed.

SKILLS & COMPETENCIES REQUIRED

Essential

- A commitment to ActionAid’s mission and values, including advancing women’s rights.
- Demonstrated experience of securing partnerships.

- At least five years relevant experience including working in business development or relationship management roles.
- Demonstrated experience in building and maintaining strategic partnerships and donor/client relationships.
- Excellent written and verbal communication skills including ability to pitch with confidence and write compelling proposals and donor reports.
- 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 corporate relationships, working with senior stakeholders
- Excellent external networking, relationship building and influencing skills.

Desirable

- Experience in partnership development within the international development and/or humanitarian sectors.
- 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.