



the infants' home  
CHILD & FAMILY SERVICES

## POSITION DESCRIPTION

<b>Position Title</b>	Corporate Partnerships Lead
<b>Department</b>	Communications and Philanthropy Team
<b>Date</b>	November 2023
<b>Reporting To</b>	Fundraising Manager
<b>Direct Reports</b>	Nil
<b>Internal Liaisons</b>	Leadership team, Business Support Unit, All staff
<b>External Liaisons</b>	Corporate groups and volunteers, donors and supporters, agencies, and service providers.

### Company Overview

The Infants' Home Child and Family Services is a leading provider of high quality early childhood education and care, allied health and early intervention services for children and families. For almost 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future. As one of Australia's most established charitable organisations, The Infants' Home is embarking on an exciting new phase as we head towards our 150<sup>th</sup> year in 2024.

### Purpose/Key Objectives

The Corporate Partnerships Lead will play a key role in developing and managing partnerships with companies and organisations to drive business growth and achieve organisational goals. This is a hands-on position which requires a dynamic and results-oriented individual with strong relationship-building skills and a passion for creating mutually beneficial partnerships.

### 1. Responsibilities:

#### a) Partnership Development

- Identify potential partners including businesses, for-purpose organisations, government agencies, educational institutions, philanthropic bodies, and other opportunities.
- Identify opportunities with The Infants' Home for long-term and project/program/event-based sponsorship.
- Research and assess partner suitability based on alignment with mission, values, and goals.
- Develop a prospect pipeline to cultivate and nurture relationships with prospective partners.

#### b) Proposal Development and Negotiation

- Create partnership proposals that showcase the value proposition for both The Infants' Home and the partner.
- Deliver persuasive presentations to potential partners, clearly articulating the benefits of the proposed collaboration, and negotiate terms and conditions.
- Manage and finalise contract negotiations, ensuring that agreements are mutually beneficial.
- Work closely with legal and finance teams to finalise partnership contracts.



### **c) Relationship Management**

- Be the first point of contact for partners, maintaining strong relationships and ensuring mutual satisfaction.
- Establish key performance indicators and implement systems to track and measure the success of partnerships.
- Create regular reports on key performance indicators, providing insights and recommendations for improvement.
- Collaborate with marketing and communications to develop materials to promote partnership and support partner marketing and communications needs.
- Conduct periodic assessments of partnership impact and effectiveness.

### **d) Corporate Volunteer Program**

- Manage and deliver the Corporate Volunteer Program including preparation, on the day coordination, Volunteer inductions and follow up procedures.
- Manage the Corporate Volunteer Booking calendar including sourcing new corporate entities, securing bookings, assigning tasks and all relevant administration tasks.
- Collaborate with staff across the organisation to identify volunteer opportunities.

### **e) Collaboration with Internal Teams**

- Collaborate with the Fundraising Manager to fulfill partnership commitments and deliver on various fundraising activities including Workplace Giving, Corporate Volunteer Days, Matched Giving and more.
- Provide necessary information to other internal teams to identify and integrate partnership initiatives across the organisation.

### **f) Administration**

- Provide general administrative and office support.
- Maintain CRM database
- Develop and maintain team procedures
- Provide reception relief (as part of a pool of support staff)

## **2. Professional Conduct**

- Exercise due care, skill and judgement and always act in accordance with applicable professional ethics, principles, legislation and standards
- Be involved in regular performance appraisals and individual training plans
- Always work within the guidelines of policies and procedures of The Infants' Home
- Identify and attend relevant continuing education and professional development opportunities

## **3. Compliance and Organisational Requirements**

Ensure activities within the area of responsibility comply with:

- National law and regulations
- Work Health and Safety legislation
- National Quality Standards
- Australian Charities and Not-for-profits Commission (ACNC)
- Child Protection Legislation
- The Infants' Home vision, mission, policies, procedures, and strategic goals
- Fundraising Institute of Australia Code
- National Standards for Volunteer Involvement

#### 4. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

#### 5. General

- Respond to customer enquiries and provide welcoming professional customer service
- Participate in all levels of team functions/meetings as required
- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Fundraising Manager and/or the CEO.

#### 6. Essential Criteria

- Minimum 5 Years in business development, sponsorship, or related roles
- Excellent relationships-building skills and negotiation skills.
- Strong communication skills, both oral and written, including confidence in delivering presentations.
- Demonstrated ability to convert prospects into partners.
- Demonstrated ability to develop and implement partnership engagement initiatives.
- Drive and determination to raise significant fundraising revenue.
- Proven ability to achieve a high ROI with new partners and sponsors.
- Ability to coordinate a series of events and fundraising initiatives linked to a 150<sup>th</sup> anniversary campaign.
- Strong business acumen including budgeting, forecasting, and reporting skills.
- Excellent organisational, administrative, and time-management skills with a strong attention to detail.
- Ability to manage your own time well to ensure appropriate allocation across core activities (60% partnership, 30% volunteer program, 10% other).
- Experience working with volunteers (desirable)
- Experience with SharePoint / WordPress / HubSpot (desirable)
- Knowledge of for-purpose/charity sector (desirable)
- Knowledge of Early Childhood Education and Care sector (desirable)

Please note, all employees at The Infants' Home are required to have unrestricted working rights in Australia and up-to-date vaccination against COVID-19, unless medically exempted.

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I have read and agree to undertake the duties as outlined:

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Name

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Signature

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Date