

Position Description

POSITION DETAILS	
Position Title	Corporate Partnerships Manager
Position Classification	Band 4
Department & Business Unit	Fundraising & Communications, Philanthropy & Corporate Partnerships
Manager	Senior Manager – Corporate Partnerships & Philanthropy
Organisational Context	<p>RSPCA Victoria is a non-government, community-based, not-for-profit organisation whose vision is 'ending cruelty to all animals'. We are Victoria's best-known and most respected animal welfare organisation.</p> <p>Our organisation's purpose is, with the community, to achieve outstanding animal welfare through education, advocacy, and animal care and protection. RSPCA Victoria's values – clarity and accountability, respect and consideration, and expertise and collaboration – set clear expectations for all our staff and volunteers as they work together, and with the community.</p>
Position Purpose	The Corporate Partnerships Manager is responsible for leading a team of employees and volunteers in the management and accountability of the Corporate Partnerships program, which enables the organisation to achieve its vision of ending cruelty to all animals.

POSITION RESPONSIBILITIES
<ul style="list-style-type: none"> • Lead the Corporate Partnership Program and deliver the required performance outcomes in accordance with broader organisational goals and financial objectives. • Take accountability for setting and achieving annual income targets across the various areas of the Corporate Partnerships portfolio – Corporate Donations, Corporate Sponsorship, Workplace Giving & Fundraising, Corporate Support Days, Animal Office Visits. • Take accountability for setting and achieving annual income targets for partnerships and programs managed by our national office – National Workplace Giving, RSPCA Pet Insurance etc. – by providing the required support from a Victorian perspective. • Prospecting and Identification – Promoting corporate giving by identifying prospects and initiating contact while also responding to incoming inquiries. • Promotion and solicitation - Develop and pitch effective partnership proposals to corporate prospects which may include philanthropic support, sponsorship and commercial opportunities, workplace giving and in-kind support. • Stewardship and Retention – Actively manage relationships with corporate supporters and business who already donate financially and in-kind. • Provide leadership to the Corporate Partnerships Team to manage, lead, train and develop employees and volunteers to the highest levels of performance, engagement and job satisfaction. • Provide regular reporting (financial and qualitative) to the Senior Manager, Corporate Partnerships & Philanthropy on the program's successes, challenges and strategic direction. • Ensure accurate records are kept on our CRM database. • Work closely with key internal, external and interstate (RSPCA) stakeholders to develop key strategies that



support the Corporate Partnerships program.

- Build cross organisational relationships to identify, activate and maximise fundraising opportunities across RSPCA Victoria, including promoting and supporting good fundraising practices for all RSPCA Victoria teams to enhance the understanding of the importance of fundraising income in delivering our work.
- Lead and contribute to a positive and inclusive work environment by effectively communicating and working collaboratively with team members and peers across all departments, and consistently role modelling the RSPCA Victoria values and associated policies.
- Ensure a safe working environment whereby employees and volunteers perform their duties safely and adhere to all WH&S policies and procedures, including responsibility for undertaking investigations and corrective actions to reduce the risk and likelihood of incidents occurring.

POSITION CAPABILITIES

Capability	Level	Description
People Leadership	Engages & Enables	Leads a collaborative team aligned to RSPCA Victoria's vision, values and desired culture and facilitates achievement of team goals while ensuring effective cross-functional relationships.
Activity & Results Focus	Plans & Prioritises	Takes a robust and evidence-based approach to planning with a focus on adjusting to emerging risks and opportunities.
Knowledge & Communication	Promotes Awareness	Facilitates knowledge sharing and communicates effectively across the organisation ensuring information gets to the right people at the right time.
Relationships	Builds & Maintains	Build and maintain effective, sustainable relationships, with a focus on delivering on our strategic plan.
Personal Leadership	Courage & Adaptability	Role models RSPCA Victoria's values, has real and courageous conversations that matter, adapts to change and empowers and enables teams to explore new ways of doing things.
Technical	Fundraising	Thorough understanding of the principles of corporate partnerships programs, solicitation and stewardship, including a sound knowledge and application of fundraising legislation, practices and philosophy of charitable giving.
	Relationship Management	Capacity to build and foster relationships with current and prospective partners. Ability to inspire the direct solicitation of support for RSPCA Victoria and create long-lasting partnerships based on a principal of mutual benefit.

POSITION REQUIREMENTS

Required	<ul style="list-style-type: none"> • Relevant tertiary qualifications or equivalent experience in a similar role • Previous experience in a charitable organisation leading and developing high performing teams and corporate partnerships programs, including demonstrated experience in delivering successful initiatives that grow income for an organisation. • Understanding of CRM database management. • High level communication skills (both written and verbal) with the ability to connect with and influence a diverse range of people. • Sound knowledge of fundraising legislation, practices and philosophies of charitable giving and corporate partnerships. • Strong internal and external stakeholder management skills
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	<ul style="list-style-type: none">• Ability to work in a fast paced and challenging work environment.• Demonstrated experience working collaboratively in a team environment.
Highly Regarded	<ul style="list-style-type: none">• Demonstrated senior experience in Corporate Partnerships
Recruitment Requirements	<ul style="list-style-type: none">• National police check• Valid driver's license.

