

Job Description

Details

Job title	Community Partnerships Manager	Team	Partnerships
Reports to	Head of Partnerships	Job status	Permanent
Direct reports	Nil	Hours	Full Time

Our Vision and Mission

Our Vision	The best possible health for every child, in every family, in every community in Queensland	
Our Mission	We partner with the community to improve children's health by supporting and funding clinical care, research and education	
Our Values	Accountability	We aim to deliver high impact results, are accountable for our actions and resources and communicate this openly and honestly
	Recognition & Respect	We are respectful in all our interactions and committed to recognising others and valuing their contributions
	Care	We care for everyone we impact – the children always come first
	Working Together	We selflessly support and trust each other and our teams, share our ideas and goals, work hard, have fun and celebrate our achievements
	Excellence & Innovation	We strive for excellence, encourage innovation and develop our skills to achieve our best

Key Relationships

Primary internal relationships	Finance team, Supporter Services team, Marketing team, Creative team, Grants team and Patient and Family Support team
Primary external relationships	Individual and group fundraisers, current and prospective partners

The Person

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| Qualifications | <ul style="list-style-type: none">• Appropriate undergraduate qualifications or an equivalent combination of relevant experience and education/training |
| Skills and Experience | <ul style="list-style-type: none">• At least three years' experience in the development, implementation and management of key account partnerships, community engagement, business development, marketing and/or sales;• Demonstrated ability to grow community fundraising portfolio through the acquisition and stewardship of fundraisers;• Experience in the development, implementation and management within any fundraising team and/or in support of peer to peer and/or third-party fundraising;• Demonstrated ability to build and maintain relationships with a wide variety of stakeholders;• Experience planning, briefing, coordinating stakeholders, implementing, and reporting;• Previous experience with budget management and reforecasting, ensuring appropriate ROI;• Excellent oral and written communication, interpersonal and presentation skills;• Demonstrated ability to meet deadlines with a high attention to detail, to work under pressure and establish priorities, with a commitment to quality outcomes and customer service;• Demonstrated ability to be a motivated self-starter, with a positive 'can do' attitude;• Demonstrated experience in implementing communication plans to multiple stakeholders;• Demonstrated experience operating a regulatory environment and/or the capacity to quickly understand legislative and regulative requirements. |

Job Purpose

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| Primary purpose of role | To maintain and grow the Children's Hospital Foundation's community fundraising campaigns. This role is also responsible for maintaining and developing mid-level relationships with existing partners with a strong focus on peer to peer fundraising. |
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Key Responsibilities

Community Fundraising

- Acquire and retain new community fundraisers in order to grow the Foundation's income. This will include providing advice, support and assistance with event promotion and acknowledging individual fundraiser's contributions.
- Liaise with fundraisers and stakeholders to develop and plan fundraising campaign requirements, including the roll-out of a community strategy for the Channel Nine Telethon.
- Coordinate the collection requirements for each community or business fundraising campaign, including, ensuring adequate coverage, appropriately branded, tracked, reconciled, funds banked.
- Liaise with fundraisers and stakeholders to ensure appropriate contracts, agreements and insurance requirements are in place.
- Assist with the coordination of campaigns/tours/events, ensuring they are implemented in line with both fundraiser and Foundation requirements.
- Responsible for managing and mitigating associated campaign risks and escalating any issues where required.

Campaign/ Event Management

- Responsible for developing relationships and coordinating existing campaigns or events to drive income growth in line with operational plan and budget requirements.
- Ensure each account is managed in a supportive, collaborative manner, with the ability to leverage opportunities.
- Liaise with the Marketing team to ensure all collateral and media opportunities are captured and integrated into the campaign.
- Responsible for the overall planning and evaluation of each account.
- Liaise with stakeholders to ensure key communication plans are developed and implemented.

Planning and Administration

- Work with the Head of Partnerships to develop the community fundraising strategy and plan.
- Assist in the development of budget management and financial reporting requirements.
- Contribute to the budget and reforecasting process in line with the organisational strategy and planning process.
- Undertake general administration tasks including, raising purchase orders and maintaining the Letter of Authority register.
- Responsible for developing regular and ad hoc reports that are accurate and provide insight into current operations.

Work Health & Safety

- Comply with and champion all Children's Hospital Foundation workplace health and safety policy and procedures.
- Take reasonable care at work to ensure your own and others' safety.
- Report all known or observable hazards.

Competencies

Decision Quality	Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Strategic Agility	Sees ahead clearly; can anticipate future consequences and trends accurately; has board knowledge and perspective; is future orientated; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
Organising	Can marshal resources (people, funding, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Process Management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Managing Vision Purpose	Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organisations.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Technical Learning	Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product or technical knowledge; does well in technical courses and seminars.
Total Work Systems	Is dedicated to providing organisation or enterprise-wide common systems for designing and measuring work processes; seeks to reduce variances in organisation processes; delivers the highest quality products and services which meet the needs and requirements of internal and external customers; is committed to continuous improvement through empowerment and management by data; leverages technology to positively impact quality; is willing to re-engineer processes from scratch; is open to

suggestions and experimentation; creates a learning environment leading to the most efficient and effective work processes.

Standing Alone Will stand up and be counted; doesn't shirk personal responsibility; can be counted on when times are tough; willing to be the only champion for an idea or position; is comfortable working alone on a tough assignment.

Interpersonal Savvy Relates well to all kinds of people – up, down, sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

Self Knowledge Knows personal strengths, weaknesses, opportunities and limits; seeks feedback; gains insight from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced performance reviews and career discussions.

Other Considerations

The Children's Hospital Foundation is committed to child safety. The *Commission for Children and Young People Act 2000 (QLD)* requires that people who work with children in certain categories of employment undergo the 'working with children' check. All Foundation employees must be eligible for a Blue Suitability Card, issued by the Department of Justice and Attorney-General. The issue and maintenance of a positive suitability notice could be a requirement for continued employment at the Foundation.