

Job Description

Details

Job title	Head of Partnerships	Team	Partnerships
Reports to	Chief Marketing & Fundraising Officer	Job status	Permanent
Direct reports	Senior Partnerships Manager, Partnerships Manager, Community Partnerships Manager, Fundraising Coordinators	Hours	Full Time

Our Vision and Mission

Our Vision	For every sick child to have the best possible health care, with access to world-class research and clinical treatment in a healing environment.	
Our Mission	We help save children's lives and work wonders for sick kids and their families.	
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	Chief Executive Officer, Chief Marketing and Fundraising Officer, Chief Financial Officer, Senior Manager – Corporate Engagement, internal stakeholders including (Finance, People & Culture, Marketing & Communications, Supporter Services, Research & Grants, Patient and Family Support)
Primary external relationships	Current and prospective partners, suppliers, Children's Health Queensland

The Person

Qualifications	Appropriate postgraduate qualifications in a relevant discipline or an equivalent combination of relevant experience and education/training; CFRE Preferred;
Skills and Experience	<ul style="list-style-type: none"> • At least 10 years' experience leading and managing a large team; • At least 5 years' experience in the development, implementation and administration of strategies to maintain and grow corporate partnerships, in addition to involvement in business development and/or sales; • At least 5 years demonstrated experience to secure partnerships worth \$250k +, year on year, and retain or increase level of support • Experience developing and reviewing strategic and operational plans, budget planning and ongoing management; • Demonstrated project management experience and an understanding of project management methodology; • Demonstrated experience in peer to peer fundraising and event management; • Demonstrated knowledge of philanthropy in not-for-profit organisations or equivalent; • Demonstrated experience in strategic fund-raising and/or fund-raising programs for not-for-profit or similar organisations; • Demonstrated experience in identifying prospective partners together with the ability to negotiate mutually beneficial outcomes and maintain relationships; • Demonstrated experience writing and presenting proposals to grow existing partners and secure additional opportunities; • Excellent oral and written communication, interpersonal and presentation skills; • Significant initiative and judgement is required, while working within a complex organisational environment; • Demonstrated ability to meet deadlines, to work under pressure and establish priorities, with a commitment to quality outcomes and customer service; • Excellent qualities in negotiation, tact, discretion and an ability to maintain confidentiality

Job Purpose

Primary purpose of role	The Head of Partnerships is responsible for leading the Children's Hospital Foundation's partnerships team, managing high-level corporate and community relationships, driving high level partner engagement, oversight of special events and achieving campaign targets.
--------------------------------	---

Key Responsibilities

Planning and Administration	<p>In collaboration with the Chief Marketing and Fundraising Officer, contribute to the Partnerships team's strategic planning process and overall strategy</p> <p>Lead the development of the team's operational plan with appropriate consultation</p> <p>Accountable for managing the annual budget and reforecasting process in line with the organisational strategy and planning process</p> <p>Communicate to the team the budget outcomes and financial reports on a regular basis, to drive appropriate action</p>
------------------------------------	---

Responsible for the development and review of policies in accordance with the policy register
 Responsible for communicating and education of policy changes to the broader team and Foundation to ensure compliance
 Accountable for ensuring effective and compliant procedures are documented, updated and reviewed
 Accountable for managing overall expenses in line with budget
 Lead the contract negotiations and ensure appropriate documentation and compliance is in place
 Lead and develop the team to ensure effective, efficient and compliant operations
 Accountable for ensuring all data is captured in an efficient and accurate manner
 Ensure key non-financial reports are developed to guide decisions and leverage opportunities

Project Management

Complete appropriate screening of each project and provide findings/recommendations
 Develop, with appropriate consultation, business cases for projects and ensure appropriate approvals
 Lead projects ensuring they are completed on time and within budget
 Manage the day to day resources required to ensure the overall success of the project

Business Development

Support the Senior Manager – Corporate Engagement to grow additional corporate partners through –

- Adding and reviewing a pipeline of prospects
- Support the development of specific proposals and meet with prospects
- Manage the new relationship/campaign into the Partnerships Team

Relationship Management

Lead the team to ensure each account has an appropriate contact and is being appropriately managed
 Lead the team to build and grow each relationship and leverage appropriate opportunities
 Drive the team to ensure income targets are achieved in line with strategy/planning and budget requirements
 Audit records to ensure appropriate contact with partners is documented
 Shared responsibility to attend relevant tours and build relationships with key stakeholders
 Shared responsibility to attend relevant events and build relationships with key stakeholders
 Manage the team and overall budget to ensure level of expenditure is in line with budget requirements
 Provide advice to the team to ensure any issues are promptly managed and resolved. Where required and escalate where required.

Fundraising & Event Support

Oversee the planning and development of each fundraising campaign
 Accountable for ensuring campaign requirements are met, including budget and timeframes
 Review and approve risk assessments, whilst developing an understanding of key risks and appropriate controls
 Oversee the team to ensure key process and documentation is adhered to
 Approve appropriate campaign resources which are in budget and plans

Accountable for the development/review/approval of contracts to ensure compliance and ensuring the ongoing contract management requirements
 Accountable for developing the relationship with suppliers and leveraging opportunities
 Oversee and continuously improve the processing requirements to ensure data is captured in a timely, efficient and compliant manner
 Lead the team to ensure banking and receipting process is streamlined and compliant
 Provide advice to the team to ensure any issues are promptly managed and resolved
 Ensure appropriate licencing and compliance requirements are adhered to for raffles

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 on 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.
Developing Direct Reports and Others	Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; pushes people to accept development moves; will take on those who need help and further development; cooperates with the developmental system in the organisation; is a people builder.
Managerial Courage	Doesn't hold back anything that needs to be said; provides current, direct, complete, and 'actionable' positive corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.
Motivating Others	Creates a climate in which people want to do their best; can motivates many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
Building Effective Teams	Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their own work; defines success in terms of the whole team; creates a feeling of belonging in the team.
Self Development	Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.

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 Commission. The issue and maintenance of a positive suitability notice could be a requirement for continued employment at the Foundation.