

JOB DESCRIPTION

JOB TITLE:	Partnerships Manager
DEPARTMENT:	Fundraising
JOB HOLDER:	
REPORTS TO:	Senior Fundraising Manager - Philanthropy

JOB PURPOSE

The Partnerships Manager will acquire, develop and maintain collaborative relationships that contribute to the organization's mission and objectives, while also generating resources, support, and visibility. They are also responsible for MSF's Workplace Giving product.

DIMENSIONS

Financial:

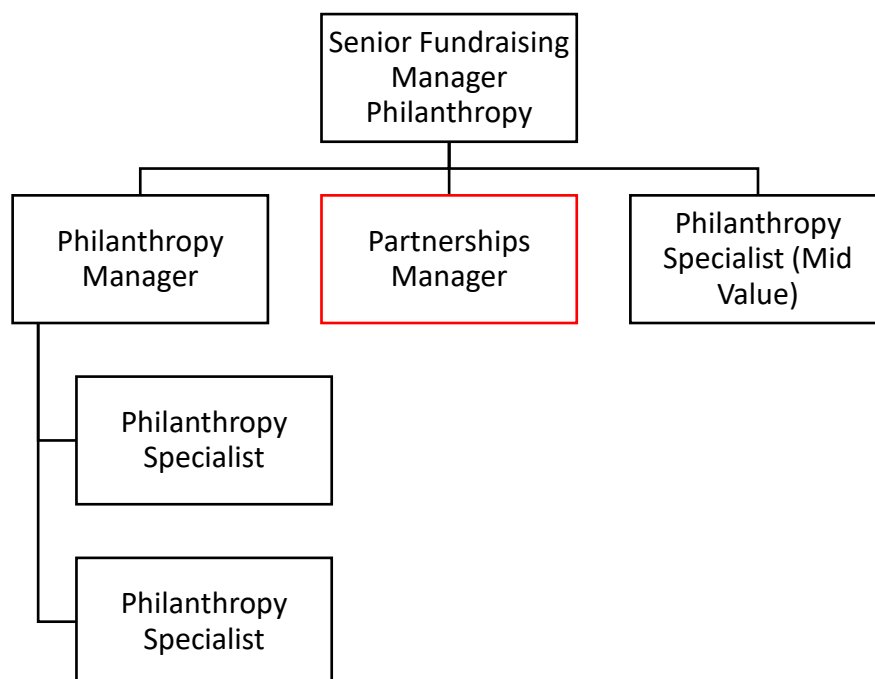
- In partnership with the Senior Fundraising Manager - Philanthropy develop and manage the philanthropy budget, ensuring all activities have a strong return on investment.
- The manager is responsible for a revenue budget of approximately \$1.4m with growth in line with agreed targets
- Responsible for implementing growth-driving fundraising activities to achieve the ambitious philanthropy revenue goals across Australia and New Zealand.
- Manage financial and data reporting and provide updates to the philanthropy and wider fundraising team as per required.

Staff: None

Other:

- Collaborate with all fundraising teams at MSF, including international colleagues and teams to further fundraising goals and the mission. Work closely with corporate and other external partners to generate revenue or drive other agreed outcomes

ORGANISATIONAL STRUCTURE



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CONTEXT

This briefly sets out the necessary background to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation

- The Partnerships Manager works in the Philanthropy team, part of MSF's broader Fundraising team.
- This team is responsible for the relationship focused activities within fundraising – those that are high touch and personal as opposed to Direct Marketing or Gifts in Wills Fundraising.
- The manager is responsible for a revenue budget of approximately \$1.4m with growth in line with agreed targets
- Partnerships have been identified as a priority growth opportunity for MSFA and MSFNZ, to diversify funding sources and to leverage the networks, assets, advocacy, and expertise from the corporate sector.
- The Partnerships Manager primarily cultivates, solicits and stewards a portfolio of partnerships giving at a major giving level.
- The Partnerships Manager will personally identify prospective donors and philanthropic opportunities.

ACCOUNTABILITIES

- In partnership with the Senior Fundraising Manager - Philanthropy (SFMP) develop and execute a strategy for the partnership portfolio.
- In partnership with the SFMP, set the annual plan and budget to meet targets for sustained year-on-year income growth.
- Identify a strong pipeline of prospects and actively seek and pursue new business opportunities through market research, networking, and relationship building to drive strategic growth.
- Cultivate, and secure new partnership opportunities with aligned organisations, brands, or funders to grow revenue and expand the organisation's reach and impact.
- Develop engagement plans for each partnership that result in strong values aligned collaboration and a deeper engagement to drive income growth, as well as those which align with global partnerships.
- Develop compelling proposals and materials to leverage new partners and support fundraising initiatives where applicable.
- Manage MSF's workplace giving portfolio including donor company relationships and platforms.
- Engage high quality suppliers as required using agreed procurement and due diligence policies and processes.
- Provide accurate and clear reporting in line with agreed requirements.
- Represent MSF across internal, external domestic and international contexts.
- Ensure compliance of activities delivered by the Partnerships team.
- Other duties as required.

KEY PERFORMANCE INDICATORS

- MSF develops and maintains a robust and ambitious Partnerships Strategy
- A clear annual plan is developed and executed.
- An accurate budget is set each year showing year on year growth in line with strategic objectives.
- Meet agreed revenue, retention, and upgrade targets.
- Meet agreed business development targets including but not limited to; new leads/prospects identified, number of outreach attempts, number of discovery/introductory meetings held.
- Individual engagement plans are developed and conducted.
- Reporting is clear, accurate and completed to agreed standard.
- MSFs presence on workplace giving platforms are maintained effectively.
- MSFs maintain positive relationships with companies who donate at a large scale through workplace giving.
- Reporting is clear, accurate and completed to agreed standard.
- Activities are in line with legislation, industry standards and MSF policies and standards.

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CHALLENGE & CREATIVITY / DECISION-MAKING

A summary description of the 3 – 4 main decisions and challenges that the jobholder will face in carrying out the accountabilities of this job.

- The manager will identify appropriate partnership targets that meet MSF's policy guidelines.
- Development of compelling propositions for Partnerships.
- Maintaining a portfolio where they can effectively increase the total value of giving to the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

*What skills, qualifications and experience are **necessary** for full and effective performance?*

- Demonstrated fundraising and/ or business development skills and a proven track record in achieving revenue targets and growing income.
- Ability to secure corporate partnerships and skills to develop compelling proposals and cases for support.
- Strong presentation skills and ability to communicate to senior stakeholders with influence and impact.

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- Outstanding communication, interpersonal and leadership skills, including ability to manage relationships with donors, clients and partners, and successful connections with internal and external stakeholders.
- Experience using data to inform decisions and strategic outcomes.
- Ability to communicate and manage the goals of the organisation in conjunction with those of donors, to obtain the best outcome for both, always within the missions, values and strategy of MSF.
- Proactive and collaborative approach to teamwork.
- Excellent time management skills, handling multiple deadlines under pressure.
- Flexibility and willingness to travel is expected, as needed, including international project sites, and domestic travel for donor visits and events.

COMPETENCIES

The behaviours that must be demonstrated in the job.

- **PLANNING & ORGANISING:** the ability to think ahead about how to co-ordinate tasks and projects and monitor their progress
- **RELATIONSHIPS, COMMUNICATION & LISTENING:** the ability to work together, collaborate, resolve conflicts and gain trust/respect of colleagues, either individually or within a team, for the good of the organisation.
- **ACTION ORIENTATED:** the ability to focus on & complete work and tasks, be proactive and use initiative.
- Lead by example. In MSF- Australia, the following five values form the foundations of our culture: **T**ransparency, **R**espect, **U**nderstanding of Diversity, **S**tepping In and Collabora**T**ion. As a leader, your behaviours and actions are expected to consistently reinforce these values.

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DATE:	
Signed: (Job Holder)	
Signed: (Manager / Director)	