

THE ROLE:	Partnerships Manager
LOCATION:	Sydney, NSW
REPORTS TO:	Head of Partnerships
POSITION TYPE:	Permanent full-time (0.8-1 FTE)

About Us

The Hunger Project is a global, non-religious, non-profit organisation working to create a world without hunger. In 2023, we supported close to **12.4 million people** in this mission.

With a particular **focus on women and girls**, and with a locally led approach, we empower whole communities in Africa, South Asia and Latin America to take sustainable action to end their own hunger. This covers everything from health, education, adult literacy, nutrition, improved farming and food security, microfinance, water and sanitation and HIV/AIDS prevention.

You can find out more about our dynamic organisation by reading our [2022 Impact Report](#).

Role & Responsibilities

The Partnerships Manager's primary responsibility is to meet revenue and non-revenue related targets nationally for corporate partnerships businesses across different sectors and industries.

You will support the Head of Partnerships to implement the partnerships strategy in line with the organisation's 5-Year Strategy by diversifying and maximizing revenue sources. You will ensure stewardship and retention of partners by creating mutually beneficial partnerships that deliver brand and monetary value to THP, alongside impact, values and 'feel-good' factor for our partners brands.

You will support the creation and promotion of partnerships campaigns, the development of bespoke partnerships initiatives and the overall growth of our portfolio.

Furthermore, you will build on our success by increasing the number of partnerships with new possibilities and connection with existing organisations. You will ensure best practice of partnership stewardship and business development that supports the reputation and brand of THPA.

The broad responsibilities of the role can be broken down into the following areas:

Relationship Management

- Nurture, grow and manage a portfolio of partners to meet targets as part of the Partnerships Team
- Work with the Head of Marketing and Communications to continuously engage and fulfill on the expectations of partners
- Support to uplift contribution, awareness building and advocacy with existing partners
- Raise the profile of THPA partners and thereby THPA via supporting with the production of marketing collateral
- Ensure best practice of partnership stewardship that supports the reputation and brand of THPA and our partners

Business Development

- Identifying, soliciting and signing new partners and corporates for growth and expansion in various sectors and industries
- Work with the Programs & Impact Team to develop proposals and reports, draft grant agreements and create presentations for partners and corporates
- Together with the Head of Partnerships, ensure the goals and targets created in the Partnerships Operating Plan and 5-year Strategy are achieved to ensure the growth of partnerships and thereby the revenue of THPA

Project Management

- Work with Partnerships and Communications team to organise and manage events, presentations, workshops and other opportunities for partners to collaborate and connect
- Manage and prioritise the workflow for multiple partner projects and communications
- Manage minutes and actions from Partnerships team meetings
- Oversee and identify new opportunities via THPA's Workplace Giving Program
- Support the execution of virtual and in-person events from time to time in relation to Partners

- E.g. webinars, forums, lunch and learn sessions, crowdfunding events etc.

Administrative Support

- Support the Partnerships team to ensure all partners receive invoices and receipts in a timely manner
- With the Partnerships team, ensure all information about our partners is regularly entered into Raiser's Edge.
- Leverage the organisation's systems i.e. SharePoint and Asana to their greatest capacity and ensure they are set up to enable the team
- Generate and analyse reports on partner revenue, fundraising and progress

Strategy

- Support the Head of Partnerships in reviewing team progress to the Strategic Plan, and create actions for achieving goals
- Work with Head of Partnerships to create long term plan for each partner and corporate and identify opportunities for uplift
- Contribute to the creation of the Partnerships pursuit strategic plan for the annual Strategic Operation Plan and THPA 5 Year Strategic Plan
- Work with Partnerships Team to create partnerships programs (standard and bespoke), packages, brand metrics, marketing tools and templates for existing and new partners and corporates

Personal Leadership

- Take control of meeting own KPIs, seeking and completing learning and personal and professional development opportunities
- Ongoing review and assessment of own/team activities for feedback/improvement
- Ongoing scanning for what's missing to rethink and innovate communications across the business
- Be a team player and live and role model team values and behaviours

Leveraging your strengths

Skills you'll be using;

- Your Bachelor's Degree in fundraising, corporate partnerships management, communications, business or similar (or equivalent experience)

- Your experience developing and implementing effective fundraising and/ or partnership programs, products and initiatives
- Fundraising and business development; identifying and securing new partnerships with the ability to achieve and exceed financial targets
- Develop partnerships and corporate management
- Organisation skills, attention to detail and project management
- Networking with highly developed relationship management skills
- Written and verbal communication skills for a range of audiences
- Presentation, proposal creation and proposal pitch skills
- Agile thinking; decisions making, problem solving, task prioritisation, strategic and long-term planning
- Meet deadlines and deliver results effectively and creatively
- Software; manage and work daily with CRM programs and project management tools etc.

Personal Attributes

- Engaging and approachable, genuinely build rapport and create authentic connections and relationships
- Confidence and ability to seek out and ask for financial support from prospective partners and corporates.
- Lead with an entrepreneurial approach, strategic and creative
- Proactive, motivated self-starter who loves to take initiative
- Enthusiastic, energetic, personable and adaptable
- Growth Mindset; desire to grow, develop and unleash your leadership potential
- Being a true team player and also have the ability to work autonomously
- Professionalism in attitude, workflow prioritisation and ability to meet deadlines
- Ability to perform under pressure and take initiative to meet deadlines
- Passionate about being part of a global movement of people working together to end world hunger