



Guide Dogs.

PARTNERSHIPS MANAGER

JOB & PERSON SPECIFICATION

JANUARY 2025

Partnerships Manager Position Description

Position Level	Manager	Department	Fundraising
Location	Adelaide	Direct/Indirect Reports	Individual & Community Fundraising Partnerships Coordinator Supporter Engagement Coordinator
Reports to	General Manager Fundraising, Marketing & Communications		

■ Position Level Descriptor

A Manager leads their team and deploys resources to deliver the business strategies. They accept accountability for the delivery of targets within their team. They support the development of their people and the desired culture as well as the growth of the business. They monitor, measure and manage business KPI's; and continuously improve processes to respond to current and future needs.

■ Position Summary

The Partnerships Manager is responsible for creating long term value for Guide Dogs SA/NT through understanding markets, deploying effective partnership acquisition strategies, developing valuable networks and building strong internal and external relationships.

The position has operational responsibility and oversight for corporate and community partnerships including trusts and foundations and Collection Dog sites. Working closely with the GM Fundraising, Marketing & Communications, this role is responsible for setting and delivering defined KPIs in line with the relevant areas of the Fundraising Strategy. This role requires strong business acquisition and relationship management skills.

■ Key Relationships

This position works closely with the Fundraising and Marketing team, including Business Development, volunteers and people across all areas of the organisation to achieve fundraising and partnership goals and objectives.

The position will be required to maintain strong relationships with partners and other external stakeholders such as professional membership organisations, suppliers and agencies.

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■ Position Responsibilities

Acquisition and Relationship Management

- Develop acquisition plans for relevant fundraising streams.
- Seek out and secure partners to meet organisational goals across Fundraising.
- Lead relationship building and management across corporate, community, government and non-government and funding bodies.
- Evaluate and refine partner engagement strategies and plans.
- Work closely with the with all internal stakeholders to identify and appropriately manage mutual donors with the focus of retaining and developing donors.
- Build and nurture close relationships with partners and suppliers.
- Represent GDSA/NT at a national level for relevant fundraising programs as requested - contribute to National project teams as required.
- Host regular partnership engagement activities
- Attend conferences, meetings, and industry events to network and gather market information.

Operational Management

- Develop and implement operational plans and budgets for all relevant streams to deliver outcomes linked to the Fundraising strategy.
- In collaboration with the GM, Fundraising, Marketing & Communications partner with the Senior Leadership Team, identify the organisation's funding requirements and link to operational plans and budgets.
- Undertake research and prepare data and other materials to support fundraising initiatives.
- Integrate fundraising initiatives with other activities of GDSA/NT including media coverage, partner communications and retail promotions.
- Prepare and analyse a variety of program reports and provide insights to support program tracking, evaluation and key decision making.
- Develop and maintain relationships with all key stakeholders using account management practices and record keeping.
- Regularly track income and expenditure targets.
- Engage in strategic and/or operational projects as project sponsor, manager, team member and/or consulted stakeholder, as required.

Leadership and Team Management

- Lead and model the values of the organisation.

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- Manage the identification, assessment and implementation of viable opportunities for improvement to achieve improved outcomes.
- In conjunction with the General Manager Fundraising, Marketing & Communications, create key performance indicators for the team and its individual members, monitor and report on individual and team performance.
- Set mutually agreed clear, measurable individual objectives with team members and coach them towards high performance.
- Support the development of team members to build capability and succession.
- Drive and manage team collaboration and communication, including running effective team meetings.
- Monitor the external environment and advise the GM Fundraising, Marketing & Communications of emerging trends issues, risks and opportunities.

Organisation

- Adhere to Guide Dogs Quality Framework and participate in ISO/quality functions as required.
- Ensure all fundraising activities support organisational values.
- Initiate and be actively involved in continuous improvement initiatives.
- Seek learning opportunities to develop and maintain own professional development and translate contemporary learning into best practice standards.

WHS

As a management representative of GDSA/NT, you shall take reasonable steps to:

- Implement and comply with GDSA/NT's health and safety requirements;
- Request the allocation of resources to ensure the provision and maintenance of a safe work environment;
- Facilitate risk assessment activities as required;
- Undertake routine monitoring and evaluation activities to ensure the effective implementation of GDSA/NT's health and safety management systems;
- Ensure all health and safety hazards, near misses and incidents are reported and investigated in a timely manner and within relevant timeframes;
- All corrective / preventative actions are recorded, actioned, verified and closed out in a timely manner;
- All workers within your management and control are trained and competent to perform their tasks in a safe and productive manner, and;

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- Demonstrate visible leadership in fostering a positive, proactive work culture, particularly in relation to health and safety management.

■ Position Selection Criteria

Technical Competencies

- Proven success in new partner acquisition
- Demonstrated experience in partnership management and business development.
- Experience leading small teams.
- Experience with supporter engagement strategies.
- Experience in the development of marketing and/or fundraising plans.
- Experience in managing projects and budgets.
- Experience in program development, monitoring, report writing, analysis and evaluation.
- Skills in software relevant to the area of practice.
- Experience in a not-for-profit environment would be well regarded.

Personal Capabilities

- Highly self-motivated with the drive to succeed.
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals from diverse backgrounds.
- The ability to establish credibility and effectively network with internal and external parties and key industry contacts.
- Ability to prioritise workload and manage multiple projects.
- Ability to be creative, innovative, flexible and lead change.
- Ability to apply analytical, problem solving and decision-making skills.

Qualifications/Licenses

- Relevant tertiary qualifications and industry experience.
- Holds an unencumbered Australian drivers licence.

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■ General Conditions

All Guide Dogs staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements, where required
- Adhere to the Values of Guide Dogs Association of SA/NT Inc. which are converted into the below behaviours and assessed on an ongoing informal basis, and formally through the Professional Development Plan process.
- Guide Dogs SA/NT is a smoke free workplace. This includes buildings, vehicles and events.

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■ Guide Dogs Association of SA/NT Inc. - Values

Achievement | Delivering outcomes

- Delivering our services to the highest possible standard
- Delivering results that have value for customers
- Delivering on time as promised
- Recognising and celebrating achievements
- Holding ourselves accountable.

Collaboration | Actively engaging with others

- Working together to achieve our goals
- Working in partnership with other teams
- Seeking the input of others in matters that impact them
- Sharing our expertise and knowledge freely
- Actively listening to others.

Integrity | Ethical, honest and respectful

- Respecting the uniqueness of individuals
- Transparent in our communication
- Acting in the best interests of customers
- Doing what we say we will do
- Non-judgemental in our dealings with others.

Fun | Creating an energetic, enjoyable place for ourselves and others

- Showing enthusiasm for what we do
- Balancing life and work
- Contributing to a vibrant working environment
- Supporting and encouraging one another
- Creating opportunities for celebration and camaraderie.

Innovation | Forward thinking

- Open to new ideas
- Solutions-focused
- Taking responsibility for developing ourselves
- Proactively seeking new ways to create value for customers and the organisation
- Continually looking for ways to improve our services.

HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Trish Retallick. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.
