

## Partnership Development Manager

- Annual salary: \$110,000 – \$120,000 per annum plus superannuation
- Fixed-term, full-time plus flexible working.
- Location: Canberra or Sydney
- Newly created role working collaboratively with CEO, COO and Senior Executives.

### About us

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

### The team

The Partnerships Development Manager works in the Corporate Services team, drawing on the financial skills and insights of our Finance Team and supporting the COO to set out strategies to ensure organisational sustainability.

### The opportunity

The Partnership Development Manager is a **newly created role and reports** to the Chief Operating Officer, while also working closely with the CEO and broader Senior Executive Team.

You will identify and support the organisation to further develop high-value partnerships that support the growth, organisational sustainability and financial resilience of Reconciliation Australia. Your strategies, advice and insights will support the CEO, COO and SET to pursue and leverage these relationships and form partnerships for the benefit of the organisation and its work.

We value the lived experience and intrinsic knowledge of Aboriginal and Torres Strait Islander peoples and encourage First Nations people to apply. Our PDM must embody these values and demonstrate this in their practices.

### You will:

- Work across the organisation to develop a deep understanding of the priorities of RA with an eye to identifying, assessing and documenting opportunities for supporting organisational sustainability and financial resilience.
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- Working with the COO and SET, develop a partnerships and development strategy that pursues funding, commercialisation and partnership opportunities to drive improved



performance and organisational sustainability, in line with the strategic and programmatic goals of the organisation.

- Identify opportunities for partnerships to support the sustainability and financial resilience of the organisation and specific program areas.
- Investigate and harness new and emerging sources of income to support the sustainability of Reconciliation Australia's programs.
- Manage risks, issues, and opportunities through regular planning, evaluation and development activities.
- Research and prepare fundraising proposals and reports.
- Carry out regular evaluations of the overall fundraising performance in consultation with SET to continuously improve processes and increase fundraised income.
- Organise and lead the production of fundraising promotional materials as required, working in collaboration with SET and the Communications and Engagement team.
- With guidance from SET, represent the organisation in various forums, including relevant fundraising and philanthropic events.

## About you

- You are great at developing and managing relationships that support an organisation to achieve its overarching strategic objectives.
- You have high level strategic skills and demonstrated ability to identify or source new program initiatives and opportunities, including potential partners and funding options.
- You can demonstrate a deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures, and the reconciliation movement.
- You have excellent verbal and written communication skills, and you can produce high-quality reports and presentations that demonstrate keen judgment, analysis and critical thinking skills. Your work and communication are calibrated for the context and audience.
- You have the ability to lead and develop capability within a team, including active coaching and setting clear directions for the team.

## Why work for Reconciliation Australia

- Flexible work policy, including some work from home.
- Additional paid leave including Christmas shutdown, parental leave, cultural leave and ability to accrue extra 'RA' leave after one year.

- Down to earth, respectful, and supportive team culture with offices in Sydney and Canberra.
- Annual away days – a whole-of-organisation retreat to foster team collaboration, celebrate our work achievements and to participate in First Nations cultural learning opportunities.
- Be a part of the journey to a just, equitable and reconciled Australia.

## How to apply

Email [jobs@reconciliation.org.au](mailto:jobs@reconciliation.org.au) your:

1. CV.
2. Covering Letter addressing:
  - a. the Selection Criteria set out in the Position Description below.
  - b. preferred location (Sydney or Canberra); and
  - c. Quoting ref: PDM
3. Completed RA Cover Sheet, see below.

**We are committed to improving employment opportunities for Aboriginal and Torres Strait Islander peoples and welcome applications from all Australians, especially those of Aboriginal and Torres Strait Islander descent as your cultural and lived experience is central to the work we do.**

## POSITION DESCRIPTION

<b>Job title</b>	Partnership Development Manager
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<b>Reporting to</b>	Chief Operating Officer
<b>Classification level</b>	RA level 5
<b>Salary range</b>	\$110 000 to 120 000 per annum plus superannuation
<b>Term</b>	Full-time, fixed term until 30 June 2024
<b>Location</b>	Canberra/Sydney

<b>ORGANISATIONAL OVERVIEW</b>
<p>Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.</p>

<b>POSITION PURPOSE</b>
<p>A newly created role, the key purpose of the Partnership Development Manager (PDM) is to support the Senior Executive to identify and build high-value partnerships that continue to strengthen Reconciliation Australia's (RA) organisational sustainability and resilience. Reporting to the Chief Operating Officer, the PDM will work collaboratively to develop a partnership and development strategy and maintain a strategic overview of opportunities across a range of sectors and stakeholders – from philanthropic, government, not-for profit to corporate.</p> <p>The PDM will work alongside the Senior Executive team to identify opportunities and areas for improvement within RA and its relationships with stakeholders. Your strategies, advice and insights will support the CEO, COO and broader Senior Executive Team to pursue, build and leverage these relationships and form partnerships for the benefit of the organisation and its work.</p> <p>We value the lived experience and intrinsic knowledge of Aboriginal and Torres Strait Islander peoples and encourage First Nations people to apply. Our PDM must embody these values and demonstrate this in their practices.</p>

<b>DUTIES</b>		
<table border="1"> <tr> <td>Strategy development and implementation</td> <td> <ul style="list-style-type: none"> <li>• With the COO, develop and implement a partnerships and organisational growth/development strategy in line with the strategic and programmatic goals of the organisation.</li> <li>• Identify opportunities for partnerships to support the sustainability and financial resilience of the organisation and specific program areas.</li> </ul> </td> </tr> </table>	Strategy development and implementation	<ul style="list-style-type: none"> <li>• With the COO, develop and implement a partnerships and organisational growth/development strategy in line with the strategic and programmatic goals of the organisation.</li> <li>• Identify opportunities for partnerships to support the sustainability and financial resilience of the organisation and specific program areas.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Review and enhance existing processes for sourcing funding for RA work.</li> <li>• Investigate, evaluate and harness new and emerging sources of revenue.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Manage the performance and professional development of a Senior Officer.</li> <li>• Manage risks, issues, and opportunities through regular planning, evaluation and development activities.</li> <li>• Proactively work with the Senior Executive Team (SET) to understand the organisation's funding needs.</li> <li>• Research and prepare proposals and report to source and secure funding.</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>• Regularly evaluate the partnerships and development strategy in consultation with SET and adjust and realign to ensure continued success.</li> </ul>
Stakeholder engagement	<ul style="list-style-type: none"> <li>• Identify and map key stakeholders and communication and engagement need and resources.</li> <li>• Lead the development of materials, presentations, social media content and campaigns (as needed) in collaboration with SET and the Communications and Engagement team.</li> <li>• With guidance from SET, represent the organisation in various forums, including relevant fundraising and philanthropic events.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Prepare reports and briefing for the COO, CEO and Executive Board.</li> <li>• Interstate travel including travel between Sydney and Canberra offices.</li> <li>• Undertake other tasks as directed by the COO or CEO.</li> </ul>

## **SELECTION CRITERIA**

**Essential:**

1. You are great at developing and managing relationships that support an organisation to achieve its overarching strategic objectives.
2. You have high level strategic skills and demonstrated ability to identify or source new program initiatives and opportunities.
3. You can demonstrate a deep understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and the reconciliation movement.
4. You have excellent verbal and written communication skills, and you can produce high-quality reports and presentations that demonstrate keen judgment, analysis and critical thinking skills. Your work and communication are calibrated for the context and audience.
5. You have the ability to lead and develop capability within a team, including active coaching and setting clear direction for the team.
6. You are sophisticated and adept at engaging with key stakeholders in the work of Reconciliation Australia.
7. You are committed to the vision of Reconciliation Australia
8. You have a proven ability to apply strategic and critical thinking to achieve organisational goals and support Senior Executive.

**Desirable:**

9. You have tertiary qualifications in any of the following: Business, Public Relations, Management, Politics, Policy or other discipline that supports the development of capabilities relevant to success in the role.
10. You have work experience in an organisation with a Reconciliation Action Plan (RAP) and a high-level understanding of how RAPs impact community and organisations.

## Cover Sheet

<b>Position Title:</b> Partnership Development Manager
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Personal Details		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other: Please Specify		
Surname:		Given Names:
Email:		
Postal Address:		
Suburb:	State:	Postcode:
Telephone:		Mobile:
Other Details		
Do you wish to identify as an Aboriginal and/or Torres Strait Islander person? <b>Yes / No</b>		
Do you wish to identify as a person from a culturally and linguistically diverse background? <b>Yes / No</b>		
Are you an Australian citizen? <b>Yes / No</b>		
If no, do you have valid and current Australian working rights: <b>Yes / No</b>		
Have you previously attended an interview with Reconciliation Australia: <b>Yes / No</b>		
<b>Referee 1:</b>	<b>Referee 2:</b>	
Name:	Name:	
Title:	Title:	
Working Relationship:	Working Relationship:	
Length of Relationship:	Length of Relationship:	
<u>Contact Details:</u>	<u>Contact Details:</u>	
Phone:	Phone: Email:	
Email:		
How did you hear about this vacancy?		