

POSITION DESCRIPTION

Job title:	Senior Officer, Partnerships
Reporting to:	Partnership Development Manager
Classification level:	RA Level 4
Remuneration:	\$87,000 - \$97,000 plus superannuation (Inclusive of 17.5% leave loading)
Term:	Full-time, term end 30 June 2026 dependent on funding
Location:	Sydney (flexible)

ORGANISATIONAL OVERVIEW

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.

POSITION PURPOSE

This role is integral to the next phase of Reconciliation Australia's growth and development. As part of the Corporate Services team, the Senior Officer, Partnerships will lead key projects aimed at diversifying funding streams. This newly created position offers a driven professional the opportunity to contribute to the design and execution of innovative strategies across the organisation's programs.

DUTIES

General	<ul style="list-style-type: none"> Maintain record keeping and systems in Microsoft Office 365, Salesforce and Asana across various project activities. Commitment to collaborate and be a part of a positive organisation culture to drive impact.
Project management	<ul style="list-style-type: none"> Develop and manage different project activities through their lifecycles within set timeframes. Collaborate across the organisation to deliver projects. Proactively communicate project updates and implementation plans to the Partnership Development Manager.
Stakeholder engagement	<ul style="list-style-type: none"> Build and maintain strong relationships with a diverse range of stakeholders internally and externally. Confidently represent the organisation at external events and meetings, promoting initiatives to foster connections. Commitment to communicating with stakeholders promptly to ensure relationships are sustained.
Communication and collaboration	<ul style="list-style-type: none"> Exceptional written and verbal communication, with the ability to tailor messaging to different audiences. Clear and compelling negotiation skills for partnership development agreements and outcomes.

DUTIES

Strategic thinking and planning

- Develop and execute work plans with the Partnership Development Manager to achieve the strategic goals and objectives.
- Proactively identify issues and risks across work development and be solutions focused in. recommendations for mitigation approaches.

SELECTION CRITERIA

Essential:

1. Demonstrated commitment to reconciliation and a willingness to deepen knowledge and contribute to building stronger relationships between Aboriginal and Torres Strait Islander peoples and other Australians.
2. Strong skills in stakeholder engagement and relationship building, with proven ability to communicate effectively through persuasive written and verbal negotiation.
3. Exceptional ability to work collaboratively across diverse teams, organisations, and stakeholders to achieve shared goals and deliver meaningful impact.
4. Proficient in managing projects through all phases, including planning, implementation, and impact evaluation to ensure objects are achieved effectively.
5. Skilled in identifying opportunities for improvement and recommending innovative practical solutions to enhance processes and outcomes.

Desirable:

1. Experience in the effort to secure funding through partnerships, sponsorships, or grants.
2. Experience utilising Salesforce or similar CRM to manage partnership engagement.