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| **Position:** | **Corporate Partnerships Manager** |
| **Team:** | Fundraising Team |
| **Org unit:** | FABS Portfolio |
| **Industrial coverage:** | Non-award |
| **Position number:** | *tbc* |
| **ANZSCO code:** | *tbc* |
| **Approval status** | Approved |
| **Date reviewed:** |  |

**Organisation purpose**

**A different brilliant®** - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centered, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what’s possible.

**Portfolio and Team purpose**

The FABS portfolio home to the following functions:

* Philanthropy, and Gift in Will
* Autism Friendly and Working in Partnership with Autistic people
* Fundraising, Mass Marketing and Supporter Services
* Commercial Products and Strategic Partnerships

The majority of the teams’ work is externally focussed with a **goal of growth; financial reach and impact.** We aim to deliver excellent customer service to existing and new supporters, corporates and autism friendly clients. We are committed to utilising a data-led marketing approach to connect and inspire new partnerships and gifts through a wide variety of activities and initiatives.

In turn this will enable Aspect achieve the vision to create the best opportunities for people on the autism spectrum.

**Position purpose**

The primary purpose of this outward-facing role is to grow and secure new income and corporate partnerships. This will be achieved through building on reviewing our foundations and proactively growing all levels of the corporate partnerships pipeline to gain significant strategic and financial support for Aspect.

The successful candidate will possess a deep understanding of the corporate landscape, which will inform strategic prospecting and the development of a sustainable pipeline. They will proactively identify, cultivate, and secure corporate relationships that align with Aspect’s mission, ensuring long-term sustainability and impact. In collaboration with internal stakeholders, the candidate will manage the entire partnership lifecycle- from initial research and relationship building to negotiation, execution, and ongoing management.

This role sits within the Fundraising and Philanthropy team and involves overseeing the Senior Corporate Engagement Lead, who manages existing partnerships. It will also require strong collaboration from within the partnership ecosystem at Aspect, to ensure alignment and to maximise partnership opportunities.

**Key accountabilities**

**Strategy Development**

* With consultancy support, establish strategic foundations for success in corporate partnerships, defining and implementing a corporate partnerships strategy.
* Working in collaboration, developing compelling value propositions and key assets, including tools and materials to support prospecting new partnerships.
* Lead the strategy to establish mutually beneficial, strategically aligned major corporate partners, delivering customised proposals and presentations.
* Implement strategies to expand and diversify the partnership portfolio.
* Collaborate with key stakeholders to ensure alignment with broader fundraising and philanthropy goals, utilising key product offerings to multifaceted partnerships.
* Work closely with Aspect’s ‘Autism Friendly’ team in order to leverage fee-for-service products as a core element of prospective partnerships.
* Form internal relationships and be a key member of the partnership ecosystem.
* Make resourcing and structure recommendation as area grows.

**Business Development**

* Lead research efforts to identify and cultivate a strong pipeline of potential corporate partners, focusing on alignment with Aspect’s brand, identity, values, and goals.
* Develop compelling pitch materials and partnership proposals, along with any other necessary assets to attract and secure corporate partners.
* Create flexible, partner-specific strategies that align with broader organisational objectives, including cause-related marketing, shared value initiatives, sponsorship, employee engagement, in-kind donations, workplace giving, and collaborative campaigns.
* Collaborate with internal teams, including marketing, to ensure partnership activations are in line with wider campaign strategies (for example, World Autism Understanding Day).
* Manage proposals and contracts and oversee legal and compliance aspects of prospective partnerships.

**Account Management**

* Develop formalised partnership plans for each major corporate partner and secure agreement to these plans.
* Create innovative and engaging workplace fundraising initiatives for each corporate partner, utilising existing fundraising products and marketing campaigns and ensuring successful implementation to maximise revenue.
* Establish andfoster robust relationships to leverage new and existing corporate partners, ensuring their needs are met while overseeing the execution of agreements and deliverables.
* Design and execute marketing campaigns tailored for corporate partners in collaboration with the marketing team.

**Budgeting, Reporting and Evaluation**

* Deliver regular updates on partnership activities, pipeline opportunities, and financial performance. Provide each major partner with a formalized quarterly report.
* Lead the development of processes to ensure that the historical support of corporate partners is accurately maintained and easily accessible in real-time.
* Monitor partnership performance using metrics such as revenue generation, brand exposure, and other agreed-upon key performance indicators (KPIs), and report these updates to senior management and stakeholders.

**Team culture and development**

* Exhibit strong leadership within the team, fostering a culture of continuous improvement, high performance, and inclusivity.
* Collaborate closely with the Fundraising and Philanthropy teams to build holistic partnerships.
* Work in tandem with the immediate portfolio and wider internal teams, such as marketing and finance, to ensure that partnership goals align with Aspect’s broader objectives.

**Safeguarding the people we support**

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

* follow safeguarding guidelines as outlined in Aspect’s Safeguarding the People We Support policy and Code of Conduct.
* complete mandatory Code of Conduct training and implement into day to day operations and practice.
* be vigilant and maintain a heightened sensitivity to recognizing signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
* escalate/report other staff practices which deviate from policy/procedure.

**Work health and safety**

All staff are required to:

* take reasonable care for their own health and safety.
* comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements.
* report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
* participate in the staff consultation process about work health & safety matters.
* understand and adhere to Aspect’s Code of Conduct.

**Reporting lines**

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| **Direct manager:** | Head of Fundraising |
| **Direct reports:** | Senior Corporate Engagement Executive |

**Essential requirements**

* Relevant tertiary qualifications and 5+ years’ experience in corporate fundraising and developing new strategic corporate partnerships.
* Demonstrated success in developing and managing corporate partnerships, particularly those involving multi-faceted, multi-year, and mutually beneficial high-value agreements.
* Strong expertise in new business development, including prospecting, building pipelines, and crafting engaging and innovative partnership proposals.
* Outstanding account management capabilities, ensuring that all key deliverables for partnerships are met with excellence.
* Strong leadership skills with a track record of successfully leading people and initiatives.
* Demonstrated ability to plan, develop and execute strategic plans and ability to demonstrate revenue growth and impact through accurate budgeting and campaign reports.
* Excellent communication, negotiation, and relationship-building skills.
* Strong written and verbal skills –ability to develop compelling proposals, pitching presentation and negotiate contracts.
* Sound research and analytical skills.
* A genuine passion for social change or disability sector. Open and comfortable about working in a neuro-diverse team
* Solid CRM knowledge (preferably Sales Force) and commitment to upholding thorough account records.
* Strong Microsoft Suite (Excel, Word, Outlook) and database management skills (Salesforce is desirable).
* Working with Children Check and National Police Clearance (NSW) on job offer will be mandatory

**Attributes and Capabilities**

The following attributes and capabilities are needed to perform the role effectively. There may be some overlap between the two groupings.

**Portfolio core values**

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| **Client and Supporter Focussed** | * We strive to inspire our supporters and fee-paying clients by understanding their expectations and motivations. Operates with an open, growth mindset. |
| **Collaboration** | * Working towards shared vision and goals |
| **Integrity** | * Being honest and authentic with our supporters, clients and our team |
| **Excellence** | * Operating a ‘best practice’ approach with a focus on continuous improvement |
| **Creativity** | * Focussing on innovation to continuously improve all our offerings and communication to corporate partners |
| **Data literate:** | * Uses information, insights and knowledge in a structured way to support the identify of problems and make robust recommendations and frame alternative explanations. |
| **Inclusive** | * Treats all individuals in a respectful and inclusive manner. * Removes barriers and fosters inclusion throughout all aspects of work. |

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| **Functional capacity requirements** | **Note:** Frequency refers to an approximate percentage of time in a typical shift or period on duty:  Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66% | |
| Requirement | Occasionally |
| Resilience to time pressure/workload | Continuously |
| Sitting | Occasionally |
| Standing, Walking | Occasionally |
| Pulling, pushing, lifting <5kg, reaching, carrying | Rarely |
| Fine motor skills – keyboarding, writing | Continuously |