

# Australian Council of Social Service

## Position Description

Title of Position:	Partnerships and Development Manager
Term:	Ongoing
Responsible to:	Director of Development and Operations
Link to <a href="#">Strategic Plan</a> :	Whole of plan
Hours of work.	Full Time, Monday-Friday (36.75hrs per week)
Location	Sydney
Salary:	ACOSS EBA Level 6 (6.1-6.4) (\$115,521.14 -\$ 124,403.64) * *Dependent on skills and experience. ACOSS pay tables are indexed annually at the greater of 1.5% or any increase to the SCHADS Award.

## 1. Organisational Overview

- 1.1 The Australian Council of Social Service is a national advocate for people affected by poverty, disadvantage and inequality, and the peak body for community services nationally.

## 2. Position Overview

- 2.1 Working closely with and reporting to the Director of Development and Operations, the *Partnerships and Development Manger* directly contributes to both the management of key stakeholder relationships at ACOSS and the generation of independent income to support ACOSS’ strategic objectives.

## 3. Key Responsibilities

- 3.1 Provide high level strategic business development and fundraising advice to the Director of Development and Operations and Senior Team.
- 3.2 Play a significant role in setting outcomes in relation to ACOSS business development objectives and devise strategies to achieve them.
- 3.3 Develop and manage networks of new and existing philanthropic, corporate and community sector partners.
- 3.4 Undertake high level of responsibility for major and complex business development and member and stakeholder engagement initiatives, projects, and programs of work
- 3.5 Contribute to the management and organisational development of ACOSS
- 3.6 May supervise staff
- 3.7 May be required to represent ACOSS publicly in forums with key partners and stakeholders and to negotiate at high level with relevant bodies.

## 4. Duties

- 4.1 Provide high-level advice to inform ACOSS’ Business Development Strategy.
- 4.2 Identify new funding opportunities and prepare quality funding applications, proposals, and pitch documents in line with ACOSS strategy.
- 4.3 Oversee and coordinate ACOSS’ pipeline of funding requests.
- 4.4 Build and nurture relationships with new and existing philanthropic, community sector and corporate partners.
- 4.5 Oversee all aspects of partnership management, including grant management, outcomes reporting and acquittals.
- 4.6 Directly contribute to the development of ACOSS’ member growth strategy and coordinate new member approaches and onboarding.
- 4.7 Develop and oversee ACOSS individual donor management strategy and associated processes.
- 4.8 Work with the Marketing and Event Manager to secure new and appropriate sponsorship for ACOSS events and other products.
- 4.9 Deputise for the Director of Development and Operations and act in the Director of Operations and Development role during periods of leave. \*Higher duties allowance is provided as per the ACOSS EBA 2022.

### Organisational and Human Relationships

Reports to:	Director of Development and Operations
Team	Operations Team
Direct Reports	0
Works closely with:	Membership and Team Support Officer, Operations Manager, Marketing and Event Manager, Snr Management Team

## Selection Criteria

### Essential

- Demonstrated commitment to reducing poverty and inequality, and treating all people with dignity and respect
- Strong track record of identifying and securing new funding opportunities
- Highly developed stakeholder management skills
- Excellent storytelling and verbal and written communication skills
- Demonstrated understanding of the community sector and its funding challenges and opportunities
- Superior time management and organisational skills
- Demonstrated experience managing funding contracts and agreements
- Sound understanding of organisational operations, including finance, risk, legal and compliance, governance and people and culture
- Ability to understand the breadth and complexity of ACOSS's work

### Desirable

- Experience working in the not-for-profit community sector
- Qualifications in business development or another relevant field
- Experience managing and supporting teams
- Knowledge of the philanthropy sector
- Experience using CRM systems
- First-hand experience of living on income support or experience of working with people receiving income support