

ROLE DESCRIPTION

Role: Corporate Partnerships Manager

Similar roles: Sponsorship Manager, Fundraising Manager, Partnerships Manager,

Line Manager: Head of Advancement

Team: Development

Number of reports: N/A

Employment status options: Full-time

Location options: Gadigal Country (Sydney Office) - Hybrid

Indigenous Identified: Flexible, Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply

What is my main purpose in this role?

- Corporate partnerships are a significant fundraising opportunity for Aurora Education Foundation. Your primary objective is to implement the corporate fundraising program within Aurora's five-year development plan, drive the acquisition of new corporate funders and sponsors, ensure existing partners are retained and grow our corporate volunteering and brand activation work.
- This position will be responsible for corporate prospect identification and research, proposal development and pitching, relationship management, partner reporting and meeting or exceeding revenue goals.

What does success look like in this role?

- Growth of corporate partnership portfolio
- Meet or exceed revenue goal

What are my key responsibilities?

• New Business Development

- In conjunction with the Head of Advancement, design and implement a strategic fundraising plan to increase and diversify Aurora's corporate revenue stream
- Actively identify and screen corporate partnership prospects that align with Aurora's values and Ethical Funding Policy.
 - Partnership prospects may include corporate sponsorships, corporate donations, corporate grants, gifts in kind, pro-bono and more.
- Design, pitch and secure high value corporate funding partnerships that generate revenue to fund Aurora's vision and mission
- Corporate funder pipeline management
- Create sales proposals
- Write corporate grants and funding applications

- Draft and review agreements
- Lead corporate pitch meetings
- Develop funder/prospect briefs, talking points and other content for use by the Head of Development, CEO and other members of the Executive team in approaching prospects for funding
- **Relationship Management**
 - Deliver day to day communication and account management of corporate partner relationships
 - Take the lead in managing a selection of current partners, stewarding them towards increasing their investment
 - Ensure that corporate partners are values-aligned and gain the most benefit from their partnership with Aurora Education Foundation.
 - Develop and implement corporate stewardship strategy
 - Attend meetings and represent Aurora at corporate and community events to raise Aurora's profile in key locations
- **Partnership Activation**
 - Manage delivery of contractual obligations and tailored activation benefits for corporate partners, including but not limited to:
 - PR, Marketing and promotional benefits
 - Brand activations
 - Content production
 - Corporate volunteering
 - Employee engagement activities
 - Event production
- **Reporting**
 - Write, design and deliver detailed, customised partnership impact reporting to corporate partners
- **Corporate Volunteering Program**
 - Expand the 2023 pilot of the Aurora corporate volunteering program
 - Produce corporate volunteering events and activities for corporate partners, in line with our partners' budgets, objectives and employee engagement goals
 - Collaborate with internal program leads to create and execute volunteering activities that offer real benefit /impact for Aurora programs and beneficiaries
- **Development Operations**

- Oversee use of the CRM to ensure corporate relationship tracking is accurate
- Oversee gift acknowledgement and payment processes relating to corporate partnerships
- Contract Administration

Aurora values the contribution of each team member's unique skills and expertise toward achieving its objectives. The organisation is committed to supporting employees in identifying opportunities for growth and improvement, sharing their insights, and adding value wherever possible.

Aurora is an EEO employer that welcomes applications from people who have a disability, are LGBTIQ+, and people of culturally diverse backgrounds.

Other requirements of the job.

Cultural Safety

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
 - Continuously growing and applying understandings of Aboriginal and Torres Strait Islander cultures;
 - Actively reflecting critically on the potential for one's own unconscious bias;
 - Continuously supporting reform (internally and externally) to ensure procedures, processes, and program practices are culturally safe.

Child Safety / Working with Vulnerable People

- Maintain the National Child Safety Code of Conduct and Procedure.
- Work with internal staff and external advisors to provide internal training and advice on child safety matters.
- Role model the required behaviours, including:
- Providing a welcoming and safe environment for children and young people.
- Promoting the safety and well-being of children and young people associated with the program.
- Interacting with children and young people in positive and safe ways.
- If required, provide adequate care and supervision of children and young people associated with the program.
- Acting as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people to an appropriate person.
- Manage reports of any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work with the Executive Group to understand and meet the organisation's strategic aims.
- Work collaboratively with team members to contribute broadly to achieving Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Promote and monitor issues of work, health and safety.
- Undertake other responsibilities and duties within the scope of this role, as directed.

What will make me successful in this role?

• Purpose and values

- To align with our vision that supports Aboriginal and Torres Strait Islander students to realise their entire education and employment potential.
- To uphold our core values of respect, collaboration, accountability, and impact.
- To promote cultural, psychological, and child safety and encourage an inclusive and supportive environment.
- To be a leader who prioritises purpose and people and is dedicated to achieving excellence, promoting well-being, and fostering personal and professional growth.

• Experience

- 3-5 years previous experience working in business development, partnerships, sponsorship or fundraising for a brand, agency, or charity in the Not-For-Profit sector.
- Experience with CRM platforms and other fundraising-related software.
- Experience using Microsoft suite of programs

• Skills

- Focus on impact and results
- Networking
- Community Building

**All employees must have a working with children check (WWCC), a police check, and references. Aurora will inform candidates/employees when checks are conducted. Aurora will cover these expenses.*

What are the benefits when working at Aurora?

- To be inspired by our purpose, leaders, and team members, with 93% of our team members recommending Aurora as an excellent workplace.
- To experience a psychological and cultural safety culture, with 96% of team members viewing Aurora as an inclusive organisation.
- To have a healthy work-life balance, with a hybrid work model, "No Meetings Fridays," an Employee Assistance Program, and access to Headspace. We also offer policies supporting employees' personal and professional goals, such as study, cultural, and maternity leave.
- To have personal and professional growth opportunities, with multiple training sessions, Yarns with Elders and mentors, and internal development programs.
- We offer a competitive salary. Your salary would be between **\$100,000** and **\$130,000** depending on your experience + super + Non-for-Profit salary package (<https://eziway.net.au/>).

LET'S TALK!

If you want to have a confidential conversation about this role, please contact PC@aurorafoundation.com.au we will be delighted to speak with you.

To know more about Aurora Education Foundation please visit

<https://aurorafoundation.com.au/> or follow us    

Artwork created by our Aurora High School Program Students