

POSITION DESCRIPTION

Job Details

Position Title: Corporate & Community Partnerships Executive		Year: 2018
Department: Community, Partnerships & Fundraising (CPFR)	Section: Corporate and Community	
Reports directly to: Corporate & Community Partnerships Manager	Direct Reports: Nil	

Background Information

Qualifications	<i>Undergraduate</i>	Degree in marketing, events management or business is desirable.
	<i>Postgraduate</i>	
	<i>Other</i>	Experience and expertise in social media, digital and on-line marketing

Main Purpose

Working in a small team of 4, this role is responsible for the:

- Nurturing and supporting existing Corporate partnerships and developing new partnerships in collaboration with the Corporate and Community Partnerships Manager
- Identifying opportunities for creation of new events and event management of initiatives
- Supporting the needs of the 14 Lantern Clubs (volunteer fundraising committees) throughout NSW

The incumbent is expected to achieve revenue targets and be able to effectively manage a portfolio of clients.

RIDBC Overview

Royal Institute for Deaf and Blind Children (RIDBC) provides quality, innovative services to achieve the best outcomes for current and future generations of Australians with vision and/or hearing loss.

RIDBC provides education, therapy and cochlear implantation services for children and adults with hearing and/or vision loss, and their families. Services include:

- Early learning programs for children with vision and/or hearing loss from birth to six years
- Preschool and school programs for children with vision and/or hearing loss and specialist preschool and school support services for children attending mainstream preschools and schools
- Assessment, planning and therapy sessions for children and adults with vision and/or hearing loss
- Specialist vision and hearing services delivered to children, adults and families in regional and remote areas of Australia via videoconference and other technologies
- Cochlear implantation and habilitation services for children and adults, through SCIC Cochlear Implant Program, an RIDBC service
- World class research, continuing professional education programs and postgraduate courses for professionals working with people with vision and/or hearing loss, through RIDBC Renwick Centre.

As a charity, RIDBC relies significantly on fundraising and community support to be able to continue to make a difference in the lives of people with vision and/or hearing loss.

Community, Partnerships and Fundraising Overview

The RIDBC Community, Partnerships and Fundraising team (CPFR) of approximately 16 people, is committed to providing sustainable fundraising revenue for RIDBC to enable the organisation to deliver high quality services to those that need us. Fundraising revenue is derived across a diverse number of programs including:

- Corporate partnerships
- Major Gifts
- Bequests
- Community Fundraising and Events

<ul style="list-style-type: none"> - Grants, Trusts & Foundations - Individual Giving 	
RIDBC Values	
<ul style="list-style-type: none"> <li style="width: 33%;">• Innovative <li style="width: 33%;">• Respectful to all people <li style="width: 33%;">• Child & family focussed <li style="width: 33%;">• Share knowledge <li style="width: 33%;">• Ethical <li style="width: 33%;">• Strives for high quality 	
Working for RIDBC	
<p>RIDBC's ability to provide high quality services to people with vision or hearing loss is directly dependent on the experience, knowledge and professionalism of its staff.</p> <p>With more than 450 employees and over 1,500 volunteers, RIDBC employs a diverse range of staff across its many programs including: teachers, audiologists, speech pathologists, surgeons, orthoptists, occupational therapists, psychologists, physiotherapists, technology consultants, academics and researchers.</p> <p>We also employ a range of people in business support functions including corporate services, library services, fundraising, marketing and communications and human resources.</p>	
Key Responsibilities	Performance Indicators
<i>What is the activity?</i>	<i>What is key? How is it measured?</i>
<p>Events – identify, plan and execute <i>(approximately 40% of time)</i></p>	<ul style="list-style-type: none"> • Create new, financially viable initiatives that may grow over time based on market insight and alignment with RIDBC brand • Support existing events as required • Project manage events and collaborate with the greater team to achieve results • Create strategic plans, project plans and budget for all initiatives
<p>Corporate Partnerships – Stewardship and development <i>(approximately 40% of time)</i></p>	<ul style="list-style-type: none"> • Effectively nurture and steward corporate clients allocated by the Corporate Partnerships and Community Manager • Research and develop new partnership opportunities • Support the Corporate Partnerships and Community Manager in all aspects of managing clients e.g. developing presentations and proposals, content development, reporting etc. to ensure long-term successful relationships • Coordinate the workplace giving program • Manage the Corporate Appeal mail-outs • Coordinate the SME Regular-Giving Program • Coordinate the Corporate Volunteer Program • Analysis and management of the corporate database records
<p>Lantern Clubs: Support and Coordination <i>(approximately 20% of time)</i></p>	<ul style="list-style-type: none"> • Build effective, collaborative and successful relationships with LC leaders, office bearers and individual members through meeting attendance and regular communications, including creation of a bi-annual newsletter • Leadership, support and advice to LC representatives to recruit new members and to assist and create financially viable events to sustain and potentially increase donations back to RIDBC • Ensure appropriate governance in regard to cash-handling and legal compliance issues related to LC Fundraising activities • Work with the Central Council of LC to develop the structures and processes to support all LC • Effectively manage the brand reputation of RIDBC through LCs by ensuring collateral requirements reflect

	the brand
Compliance in policy and procedure	<ul style="list-style-type: none"> • All staff are familiar with and follow RIDBC policies, procedures, any statutory obligations and all workplace health and safety program requirements to ensure a safe working environment for self and others • Follow RIDBC values, policies, procedures and statutory obligations • Comply with charitable fundraising regulations
Other duties	Any other duties as requested by the Corporate & Community Partnerships Manager in line with the role

Knowledge, skills and experience – Required to perform this role

- Demonstrated strong events management experience
- Strong business relationship development skills with the ability to forge professional, respectful and collaborative working relationships with individuals, corporate clients and community groups
- Fundraising and corporate partnerships experience desirable
- Strong commercial acumen and understanding of budgets
- Excellent communication skills including the ability to communicate effectively by telephone, in writing and in person
- Digital literacy, social media, content marketing skills and understanding of how to use digital channels for maximum impact
- Flexibility around working hours with the capacity to work on weekends when required
- Strong organisational and administrative skills with ability to time manage various tasks and competing deadlines
- Proven ability to take initiative and work autonomously on multiple projects simultaneously, prioritise and to meet varying deadlines

Other requirements

- Passion for fundraising and RIDBC
- Creative and strategic thinker
- Positive can-do attitude
- Prepared to do what is necessary to ensure things are done on time, with quality and relevant
- High attention to detail and accuracy
- Proactive self-starter and persistent
- Strong knowledge and skill in following software programs: Microsoft Word, Excel and Powerpoint; Outlook and Raisers Edge (preferred)
- An effective team player who is collaborative and consultative
- Behaviours consistent with RIDBC's values
- Current Drivers Licence

Challenges

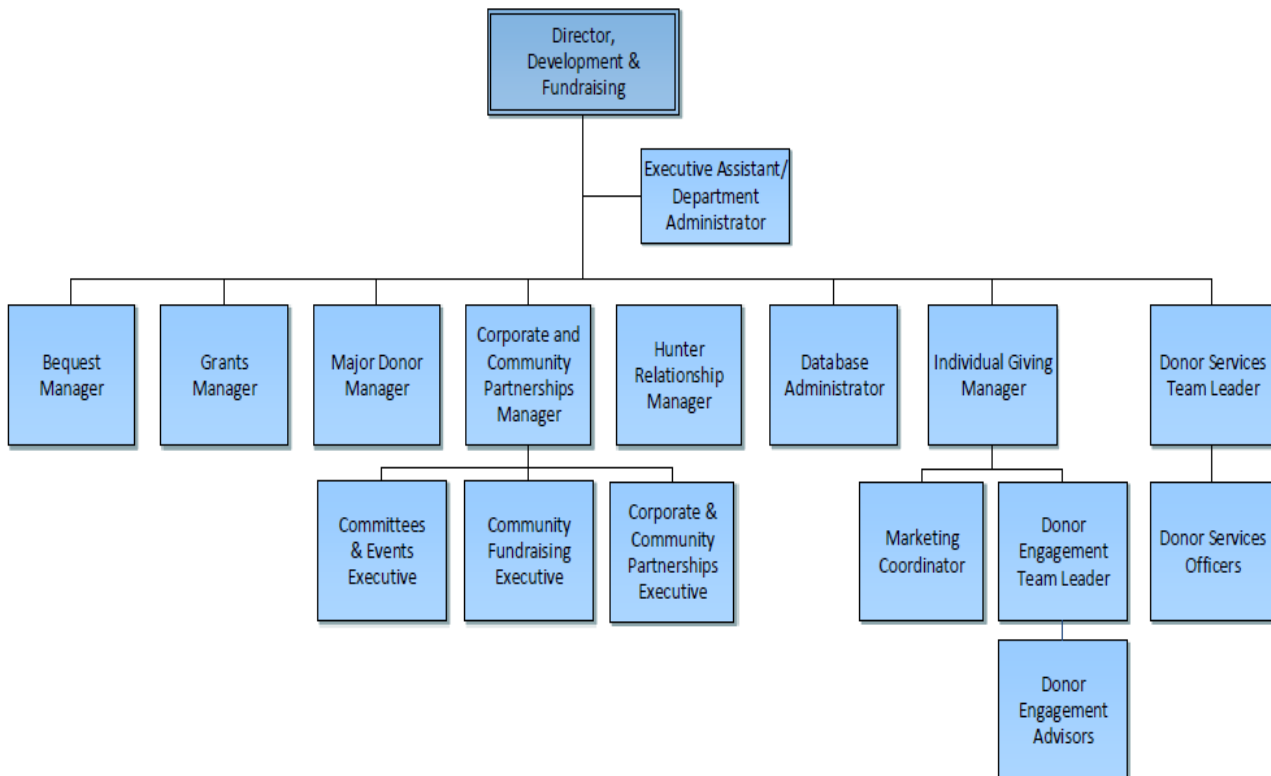
Types of challenges	How the position deals with them
Diverse organisational work practices and stakeholders with often competing priorities	Navigate through the complex structures, show understanding and empathy with differences within RIDBC.
Simultaneous deadlines	Plan ahead and manage time in order to support busy work periods by working closely with key Stakeholders to perform tasks.
Dealing with multiple personalities within various Lantern Clubs, often with competing thoughts and ideas	The ability to listen and mediate between parties to achieve the best outcomes for the Club, Individual and RIDBC.
Managing a diverse range of projects and tasks at any one time to achieve successful outcomes within agreed timeframes	Strong organisation and time management skills, engaging effectively with stakeholders at all levels to ensure project timelines are adhered to and met.
Taking administrative processes from manual and labour intensive to effective and technology	Look for cost effective work flow opportunities and online tools to gain efficiency of processes.

supported workflows	
Competitive market for donations and fundraising within NSW and Australia	Continually research new methodologies for fundraising and donor activities, nationally and internationally.

Staff member's name (print):		Date:
Staff member's signature:		

Supervisor's name (print):		Date:
Supervisor's signature:		

Community Partnerships & Fundraising



January 2018