



POSITION DESCRIPTION

TITLE	Head of Corporate Partnerships
REPORTING TO	Director of Corporate and Community Engagement
LOCATION	Melbourne
CLASSIFICATION	2
EMPLOYMENT DETAILS/HOURS	<i>Permanent Full Time</i>

Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

WaterAid passionately believes everyone in the organisation has a role to play in innovation. WaterAid encourages curiosity about the world and empowering everyone to take action. WaterAid recognises that both big and small changes can have positive impacts on our roles, our team and our mission.

Position Summary

The Head of Corporate Partnerships leads the strategy, development and implementation of Corporate Partnerships and events. The role is responsible for developing, managing and fostering relationships between WaterAid and its corporate partners as well as managing the Corporate Partnerships team and the Volunteer State Committees responsible for corporate events in each state. The role focuses on

building a pipeline of new/expanded opportunities of sustainable and meaningful partnerships that create shared value for WaterAid Australia, its Country Offices and our partners. This position is permanent full time.

Key Performance Areas/Accountabilities

1. Develop, manage, report on and forecast against the corporate partnerships strategy and budget
2. Lead the Corporate Partnerships team in generating revenues to meet annually agreed targets from corporate partners, corporate events and major donors.
3. Lead on the growth and maintenance of an active pipeline of prospects to develop new corporate partnerships that grow revenue streams and influence.
4. Develop proposals in collaboration with Policy and Programs team to meet donors' needs and achieve successful conversion on proposals.
5. Lead the strategic corporate partnerships relationship with international WaterAid offices, collaborating on global strategies and identifying opportunities in the region to collaborate.
6. Deliver persuasive presentations and facilitate co-design sessions with prospective partners.
7. Oversee the development of strategies to develop and maintain WaterAid's major donor relationships.
8. Manage and supervise the implementation of appropriate donor recognition and stewardship strategies, policies and procedures for supporters within the portfolio.
9. Document tied funding proposals and reports for donors, including writing of the proposals and donor report backs, liaison with finance and program staff.
10. Ensure all activity is reported on and recorded in the CRM system (Raiser's Edge)
11. Management of the Corporate Partnerships staff and Volunteer State Committees including performance planning, appraisals, coaching and oversight of activity.

Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)

Essential

Knowledge, skills and experience	<ul style="list-style-type: none"> • Demonstrated depth of experience and proven expertise in portfolio management and face to face solicitations; • Proven experience developing Corporate Partner Strategies that grow revenue and influence; • Profound experience prospecting, managing the pipeline, delivering the pitch and closing the deal; • Demonstrated experience leading successful teams; • Excellent presentations skills and willingness and comfort doing them on a regular basis to a wide range and size of audience; • Excellent interpersonal skills, including persuasive abilities, effective listening, diplomacy and tact, with demonstrated success in building sustainable relationships with donors.
Education	<ul style="list-style-type: none"> • Bachelor's degree or higher in a relevant field
Personal qualities	<ol style="list-style-type: none"> 1. Commitment to WaterAid's values and standards of safety of children and protection from sexual exploitations and abuse in all our activities 2. Demonstrate an understanding of gender equality and women's empowerment including ethnic diversity and cultural sensitivity 3. Commitment to innovation, continuous improvement and openness to new ideas and growth 4. Mature, charismatic personality possessing the style, stature, leadership and diplomacy required to work effectively with senior staff and donors. 5. Ability to work independently but also work well within a collaborative team environment.
Desirable	
	<ul style="list-style-type: none"> • Experience working in an International Development NGO, University Development Department, NFP or the Water Sector • Experience developing Major Donor stewardship program • Evidence of ongoing upgrading of relevant skills.

Physical Environment and Demands

Remote flexible working arrangements with post Covid office environment plans to be determined in 2021. Some overseas and interstate travel, weekend and after hours work will be required.

Level of contact with children

Minimal

To Apply:

Please submit an application to recruitment@wateraid.org.au by 11th December 2020.

Applications for this position must include a resume and a cover letter addressing the above Qualification, Skills and Selection Criteria.

For any queries not answered in this document and to submit your application please email recruitment@wateraid.org.au.

Applicants must have the right to work in Australia

