

Position Title:	Partnership Development Manager
Division:	Engagement
Direct Reports:	Nil

ABOUT NORTHCOTT:

Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ approximately 2,600 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise give confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers; they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

Our Values

Our values have always been a significant part of our service to customers and they have helped shape Northcott into the wonderful organisation it is today. We are Innovative because we develop new ideas and solutions with creativity in anticipation of changing needs. We are Respectful because we believe that everyone's voice is unique and that they have the right to be heard. We are Brave because we have the courage to stand up for people with all abilities even in the face of adversity.

Diversity and Inclusion

Northcott actively promotes diversity and inclusion. We are committed to providing a workplace where every person is valued, respected and supported to progress. Northcott ensures no one is disadvantaged on the basis of their Aboriginal and Torres Strait Islander identity, culture, LGBTIQ+ identity, disability, gender, age, religion or caring responsibilities. We recognise the important role language and cultural understanding play in connecting with and supporting our diverse communities.

KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

The Fundraising team supports the delivery of Northcott's purpose by raising funds for programs, resources and infrastructure that increase service reach and impact.

KEY OBJECTIVE OF THE POSITION:

The Partnerships Development Manager is responsible for developing and implementing Northcott's partnership strategy, with a strong focus on delivering sustainable, diversified revenue to support Northcott's purpose and strategic priorities.

This role will lead the growth of partnership income across:

- Government and community grants
- Trusts and foundations
- Private ancillary funds (PAFs)
- Corporate partnerships

The role is both strategic and hands-on, accountable for building a robust pipeline of funding opportunities, securing new partnerships, and stewarding long-term, high-value relationships aligned to Northcott's purpose, values and impact priorities.

PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

- Strong communication and interpersonal skills
- The ability to identify and build new business relationships and partnerships and represent Northcott at external meetings and events
- Understanding of the Australian philanthropic and funding landscape
- Strong strategic thinking skills with the ability to translate strategy into action
- Excellent relationship-building, influencing and negotiation skills
- Strong written communication skills, including experience developing compelling proposals and submissions
- Highly organised, self-motivated and outcomes-focused

ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

- 5+ years experience in partnership development, grants or fundraising roles within the not-for-profit, government or corporate sectors.
- Proven ability to secure revenue from multiple funding sources, including grants, trusts and foundations, PAFs and/or corporate partners.
- Experience in the disability, health or community services sector.
- Experience working with cross-functional teams in complex organisations.
- Tertiary qualifications in a relevant field or equivalent work experience.

DELEGATION LEVEL

- Nil

CORE COMPETENCIES OF THE ROLE

Customer Focus / External Contact

- Develop strong internal relationships at all levels to align partnership strategy with organizational priorities and develop cases for support.
- A deep understanding of who Northcott supports and how services are delivered.
- Build strong external networks and champion Northcott and our purpose.

Relationship Building

- Build trusted, long-term relationships with funders and partners based on shared values, impact and mutual benefit.
- Ensure high-quality stewardship, reporting and communication to partners, demonstrating impact, outcomes and return on investment.
- Work closely with internal stakeholders to ensure partnerships are delivered effectively and obligations are met.

Problem Solving

- Acts independently and operates autonomously within established guidelines.
- Identifies the changing needs of the business and develops and adjusts strategies in response.
- Ability to overcome internal challenges and resource limitations to achieve valuable partnership outcomes.
- Flexibility in responding to emerging trends and work priorities and sound judgement in identifying issues that should be escalated.
- Use of initiative to manage and solve problems as they arise.
- Researching and acting on new business opportunities.

Financial Impact

- Delivery of partnership revenue targets across grants, trusts and foundations, PAFs and corporate partners.
- Growth and diversification of partnership income.

Time Impact

- Daily, Weekly and Monthly decision making that ultimately impact on our business.
- Makes prompt decisions regarding activities within area of responsibility.
- Meet internal and external reporting deadlines.
- Leads annual planning for partnerships and grants with monthly and quarterly reviews.

DUTIES

The typical duties of this position include:

1. Own the development and implementation of our partnership strategy, defining priority partners while establishing clear frameworks for what partnerships we pursue.
2. Identify and oversee a pipeline of grant opportunities, with a focus on high value, multi-year opportunities.
3. Strengthen Northcott's philanthropic narrative across grants, PAFs, trusts and foundations, corporate partnerships.
4. Drive revenue diversification and deeper collaboration through strategic relationship management.

5. Leverage credentials and relationships of Northcott leadership (Executive, Board) to identify and nurture new funding opportunities.
6. Lead an annual planning cycle with key business stakeholders, to identify and agree fundable, programs, resources and projects that align with Northcott's purpose and strategy.
7. Leverage AI to improve the efficiency and quality of our grant application process, as well as our reporting.
8. Increase cultivation/ stewardship with funders, particularly those with invite-only rounds.
9. Audit internal grant management processes and implement improvements, reducing unnecessary administrative burden.
10. unnecessary administrative burden.
11. Develop collateral, presentations and other necessary information for proposals and pitches.
12. Represent Northcott at external meetings and events as required.
13. Comply with, report on and actively participate in Northcott's Safety & Injury Management Procedures and Northcott's WH&S Procedures.
14. Be aware of and sensitive to the needs of customers from Aboriginal and Torres Strait Islander or Culturally and Linguistically Diverse backgrounds.
15. Work within the framework of the NSW Disability Inclusion Act, National Disability Standards, Privacy Legislation, NDIS Act 2013, NDIS Operational Guidelines and other relevant legislation
16. Adhere to Northcott policies and procedures, in particular, the Code of Conduct and Values.

This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.

NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

Employee's Signature

Employee's Name

Date

Please forward a signed copy to Human Resources.