

# Philanthropy and Partnerships Manager Position Description



<b>Position title</b>	Philanthropy and Partnerships Manager
<b>Department</b>	Funding and Partnerships
<b>Reporting Manager</b>	Head of Fundraising and Partnerships
<b>Direct Reports</b>	N/A
<b>Date prepared</b>	26/03/2023

## Position Summary

Learning Links exists to give all children this best start in life, despite learning difficulties and learning disabilities that may otherwise hold them back. Fundraising is vital to ensure Learning Links can reach children and families in disadvantaged communities, empowering them to learn, develop and thrive.

Learning Links' Philanthropy and Partnerships Manager is a new and exciting role within our collaborative, highly motivated and high-performing team. As part of the team's ambitious growth strategy, we are looking for a passionate fundraiser to build our income streams across philanthropy and corporate partnerships. You will be confident in identifying, cultivating, soliciting and stewarding philanthropic funders, major donors and corporate partnerships, helping to provide increased long-term funding for children with learning difficulties and learning disabilities.

Reporting to the Head of Fundraising and Partnerships, you will apply your exceptional communication and interpersonal skills to liaise with key stakeholders to negotiate and secure value-aligned partnerships and funding opportunities. You will also take great pride in engaging supporters and forming meaningful relationships, making all partners feel valued and in touch with the impact of their giving.

## Responsibilities and Duties

- Spearhead the creation and implementation of innovative strategies to establish philanthropy and partnership initiatives from the ground up, leveraging creative thinking and best-practice approaches.
- Drive and manage incremental and continuous income growth from the corporate and philanthropic sectors to contribute to Learning Links' fundraising income.
- Implement the plans and processes to build a robust giving and business development pipeline.

### Support Office

Suite 3, Level 1, 140 Bourke Rd  
Alexandria NSW 2015  
Ph: 1300 003 900

[learninglinks.org.au](http://learninglinks.org.au)

ABN 71 097 577 636

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- Network with and initiate new contacts within the corporate and philanthropic sector to discover and nurture opportunities for funding and value-aligned partnerships.
- Establish long term partnerships and strengthen existing relationships within the corporate and philanthropic sector to support Learning Links' vision and mission.
- Implement moves management plans specific to partners' interests, motivations and giving pattern/funding cycles.
- Complete due diligence and targeted research into prospective corporate partners, major donors, philanthropic trusts and foundations.
- Work in close collaboration with the Head of Fundraising and Partnerships and Learning Links' Client Services team to inform and develop mutually beneficial cause-related and shared-value funding and partner proposals.
- Create and present compelling partnership proposals to senior business and philanthropic leaders.
- Drive engagement and development outcomes through excellent stewardship, funder communications and activities.
- Manage the co-ordination, preparation and production of communications and collateral for partners (including newsletters, prospectus and impact reporting).
- Drive and implement relationship management systems and system improvements to facilitate and ensure excellent monitoring, tracking and stewardship journeys for funders and partners.
- Manage the development and growth of Learning Links' Workplace Giving program.
- Evaluate the effectiveness of philanthropic and partnership initiatives, tracking key metrics and outcomes to inform future strategies and decision-making.
- Any other fundraising duties as required.

## Key Performance Indicators

- Successfully research and secure value-aligned partnerships and multi-year funding opportunities to meet fundraising revenue targets.
- Drive and manage a continuous pipeline of new and existing value-aligned partnerships and funding opportunities to drive income growth, with regular, accurate reporting on income, relationships and activities to Head of Fundraising and Partnerships, and internal stakeholders.
- Use excellent interpersonal and negotiating skills to manage and steward a portfolio of high value corporate and philanthropic accounts, including workplace giving.
- Inspire and ensure all partners feel valued and in touch with the impact of their giving.
- High quality verbal, presentation and written communications that reflect Learning Links' brand and value proposition.
- Drive and implement relationship management systems and continuous improvements to facilitate and ensure excellent funder communications and experience.
- Share insights and trends on the corporate and philanthropic sector to drive business development and inform best practice.

**We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands, waterways and skies across Australia. We thank Aboriginal and Torres Strait Islander peoples for sharing and caring for the land on which we live, work, learn and play. We pay our respects to Elders past, present and future**

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## Qualifications, Skills and Experience

- Minimum 5 years' experience cultivating corporate and/or philanthropic relationships.
- Demonstrated experience in the successful procurement and stewardship of partnerships with corporates, major donors and/or trusts and foundations.
- Proven ability to show initiative, work collaboratively, prioritise work requirements, consult appropriately and respond to direction.
- Sound project management skills with demonstrated ability to take initiative and manage issues.
- Exceptional relationship building and influencing skills with both internal and external stakeholders.
- Comprehensive knowledge of fundraising, philanthropy and/or corporate sectors.
- Excellent written and verbal communication skills, including experience in donor/partnership proposals.
- Strong working knowledge of CRM and relationship management systems.
- A determined, confident and adaptable approach.

## Physical Requirements

- Must be able to undertake regular travel to funder meetings, networking events and other commitments as required.

## Learning Links Vision, Mission and Values

### Our vision

To create a community where difficulties learning are no longer a barrier to a fulfilling life.

### Our mission

To provide children and young people who have difficulties learning with the skills, services and family support that will enable them to realise their potential.

### Our values

- Empowerment: we are resourceful, accountable, and proactive, using our initiative to achieve positive change and outcomes.
- Collaboration: we value teamwork and the strength that comes from diversity and from joining forces to make a difference.
- Excellence: we are professional, competent, and driven, striving always to be the best we can be, in everything we do.
- Integrity: we are always reliable and dependable, guided by our moral compass.

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## Document Control

Completed by: *Head of Fundraising and Partnerships*

Date: 26.03.2024

Reviewed by: GM Funding and Partnerships

Date: 26.03.2024

Version: FINAL

## Employee sign off and acceptance

I have read, understand, and accept the expectations of the Philanthropy and Partnerships Manager role.

Employee:

Signature:

Date:

*The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.*

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