

## **PARTNERSHIP MANAGER**

### **Position Description**

An exciting opportunity exists for a Partnership Manager to join our passionate and dedicated team.

UN Women is the United Nations entity dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established in 2010 to accelerate progress and contribute to achieving gender equality (SDG #5).

### **About UN Women Australia**

UN Women Australia is a non-profit organisation, dedicated to fundraising and advocacy, engaging the private sector, individuals, CSO's and government to raise funds and advocate to support UN Women's programs in more than 100 countries worldwide.

### **Job Description**

Working as part of the Private Sector Engagement team, the Partnership Manager is responsible for engaging existing and prospective private sector partners, sponsors, allies and advocates in strategic multi-year partnerships, to mobilise resources and increase awareness, visibility and support for UN Women Australia's mandate, mission and brand.

The successful applicant will have excellent written and verbal communication skills, a high level of computer and database competency and razor-sharp attention to detail. You will be a self-starter, enjoy a varied role and be able to confidently handle competing priorities.

Based in Sydney, the role is offered as 0.7 FTE or 28 hours per week, with flexibility in terms of working from home and the office (northern beaches) and hours/days worked.

## **Key Responsibilities**

Develop, increase and deepen private sector engagement with UN Women Australia, to mobilise resources and increase advocacy and awareness of gender equality, through a range of long-term integrated partnership activities, sponsorship, alliances and events, including International Women's Day and IWD@Work employee engagement offering.

- Building strong relationships with partners, sponsors and allies, including annual partnership acquisition, renewals, partnership planning, execution and communications.
- Developing private sector partnership presentations, proposals and concept notes.
- Onboarding new partners, sponsors and allies.
- Oversight and management of new and existing cause-marketing and workplace giving partners.
- Maintaining partnership data.
- Maintaining and updating UN Women Australia partnerships web page.
- Analysis and reporting of private sector partnerships, alliances, data and trends.
- Managing partnership enquiries, research and due diligence process for private sector enquiries.

More specifically the role will be responsible for:

- Managing and supporting private sector engagement in International Women's Day including sponsorship, merchandise, cause related marketing, and employee engagement.
- Managing and growing UN Women Australia's workplace giving program and portfolio including – Benevity, Good2Give, My Cause platforms and taking enquiries/onboarding new workplace givers.
- Exploring opportunities to grow workplace giving and engage more effectively with existing and WPG donors, partners, platforms and providers.
- Developing and managing cause-related marketing opportunities and partners including i=Change relationship – vetting/approving new retailers, biannual reporting, issuing receipts for quarterly remittances and managing the platform's project page.
- Managing cause-related marketing enquiries from corporate and SMEs, developing campaigns and onboarding.

## **Selection Criteria**

### **Essential**

- Minimum 5 years of work experience in a partnership development or account management role.
- Ability to understand the different needs of external and internal stakeholders and develop strong stakeholder relationships across the private sector.
- Knowledge and experience in partnership acquisition, cultivation, management and renewals.
- Proven track record achieving fundraising event targets (live/online/both).
- Sound written and oral communication skills.
- Laser-focused attention to detail with innovative problem-solving skills.
- Knowledge and experience with MS Office Suite, databases, website content management systems and ticketing platforms.
- Ability to effectively manage competing demands and tight deadlines within a fast paced and changeable environment.
- Demonstrated ability to work independently with a high degree of initiative, while also working collaboratively within a small team.
- Commitment to UN Women Australia's mandate to raise much needed funds to support UN Women's work overseas.

### **Desirable**

- Knowledge and experience with Raiser's Edge, Salesforce or other CRM.
- Experience in business development, sponsorships, events / event management, marketing or communications.

## **Benefits**

UN Women Australia offers a dynamic and supportive work environment, with benefits including:

- Salary packaging opportunities available as an organisation with PBI status.
- Employee Assistance Program.
- Flexible working arrangements.
- Additional paid leave between 25-31 December.
- Ongoing access to professional development opportunities.

**To Apply**

Please submit your cover letter individually addressing each of the selection criteria along with your CV in a single document labelled with your last name, to [admin@unwomen.org.au](mailto:admin@unwomen.org.au) by 5pm AEST Tuesday 30 May 2023.

Incomplete applications will not be reviewed.

To be eligible for this position you must have a legal right to work in Australia.

9 May 2023