
SENIOR PARTNERSHIPS MANAGER (AUSTRALIA)



JOB DESCRIPTION

Employer	Adara Development
Location	Sydney, Australia
Employment status	Full time (1.0 FTE)
Award:	Social, Community, Home Care and Disability Services Award
Award Classification:	Level 4
Reports to	Director of Partnerships
Team members	Senior Partnerships Manager, Communications Officer

ABOUT THE ADARA GROUP

The Adara Group believes each and every person should have access to quality health, education and other essential services, no matter where they live.

The first part of the Adara Group is an international development organisation called Adara Development that has expertise in maternal, newborn and child health, and remote community development. Adara Development has been working in Nepal and Uganda for 26 years.

The second part of the Adara Group consists of two businesses, Adara Partners and Adara Advisors, which are 'for purpose' rather than for profit. Their sole objective is to fund Adara Development's administration and emergency project costs. This allows 100% of donations received by Adara Development to go directly to project-related costs.

ABOUT THE ROLE

Adara Development's (Adara's) donations come through a diverse income portfolio of foundations, corporate partnerships, high net worth individuals, major gifts, and grants.

The key purpose of the Senior Partnerships Manager is to help manage Adara's existing relationships with major donors, trusts and foundations, and corporate partners so that they:

- connect deeply with Adara's people and programmes, and the communities we work with
- experience the joy of giving, and
- are inspired to increase and/or extend their giving to Adara Development.

The Senior Partnerships Manager will also support the Director of Partnerships to identify new and lapsed major funding streams, write proposals and reports, and nurture any successful new major relationships so that they become long term supporters of Adara's work.

The role will work with the Partnerships and Communications teams to ensure coordination in identifying and maximising opportunities for growth from donors.

KEY RESPONSIBILITIES

1. Cultivate and deepen relationships with Major Donors.

- Manage a portfolio of top-tier major donors in Australia and internationally.
- Implement a tiered rolling engagement and relationship building programme with a range of touch points and activities that relate to a donors' giving level and/or propensity to give.
- Organise and run major donor events in conjunction with the Partnerships team and local teams.
- Grow Adara's fundraising revenue through relationships with current major donors.
- Scope future opportunities for current and new major donors to contribute financially further to Adara's work.
- Travel domestically to attend meetings and events with major donors as required and where able to.

2. Lead Adara's Corporate Partnership Programme to grow this critical funding pool.

- Acquire and retain a portfolio of corporate partners in Australia and internationally.
- Refine Adara's corporate partnership offering.
- Scope the current corporate partnership environment in Australia and internationally to identify opportunities for Adara.
- Work with the Partnerships team to manage and engage our existing corporate partners.
- Collaborate closely with Adara's Corporate Advisory team to ensure coordination and that we are maximising corporate opportunities.
- Travel domestically to attend meetings and events with corporate partners as required and where able to.

3. Assist the Director of Partnerships where needed, in identifying and cultivating new funding opportunities.

- Support with the research of new major funding opportunities.
- Support with proposal writing and liaising with programme staff to obtain the information needed to write a compelling proposition.
- Deliver pitches and attend business development meetings to help acquire new partners and funders.

4. Provide quality and engaging content for Adara's current and prospective financial partners.

- Draft and finalise high quality and comprehensive donor proposals and reports which include high-quality financial reporting.
- Work closely with the Communications and Programmes teams to ensure all content communicated to donors and partners is on message and up to date.
- Work closely with the Finance, Programmes, and Monitoring and Evaluation (M&E) teams to deliver quality financial and data reporting to donors and partners. This includes ensuring funding agreements and M&E templates are sensitive to donor requirements.

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- Produce regular, high quality, and donor centric updates that link donors to Adara's work by providing photos, videos and stories.

5. Assist with financial and budget management.

- Work closely with the Finance team and the Director of Partnerships to understand Adara Development's financial needs and funding gaps.
- Monitor current anticipated income from current donors and partners.
- Provide input into the cash flow preparation to ensure all budgeted and forecast donor income is accurate.
- Meet regularly with the Director of Partnerships and CEO of Adara Development, and occasional meetings with the Chair of Adara Group.
- Utilise Adara's Customer Relationship Management (CRM) system to record and manage all Adara relationships and partnership interactions.

COMPETENCIES

- Relevant tertiary qualification
- More than four years' experience in successfully managing and cultivating major donor partnerships and positive relationships.
- Exceptional relationship building skills with both internal and external stakeholders.
- A comprehensive knowledge of fundraising, philanthropy and corporate sectors.
- Experience working in the international development and/or non-profit sectors.
- Excellent written and verbal communication skills, including experience in donor proposals and reporting to major donors and partners.
- Flexible and adaptable; plans need to be made but will often need adjustment.
- Ability to prioritise important issues and execute decisions calmly and decisively.
- Ability to produce outstanding work to a deadline.
- Ability to work autonomously as well as part of a team.
- A commitment to social justice and international development.

LOCATION

Adara is completely focused on the wellbeing and safety of our teams around the world. All our team members are able to work flexibly from home as well as from a physical office space. All our team are fully equipped to work productively and safely from their homes. The candidate will be expected to work from our physical office space in The Rocks, Sydney for at least two days a week.

The Adara Group is a child safe organisation.

THE ADARA GROUP: OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES.

COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty.
- We believe everyone has a right to health and education services no matter where they live.

TEAMWORK

- We work as a team and we support each other.
- We are open, honest and kind.
- Failure and mistakes are OK – this is how we learn and grow.
- We make Adara a happy and productive place to work.

MUTUAL RESPECT

- We listen to other people's point of view.
- We celebrate and promote diversity.
- We abhor discrimination in any form.

INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility.
- We strive to be fair to everyone on the team.
- We work to a standard of excellence.

PASSION

- We work hard.
- We laugh and we have fun.
- We are optimistic and positive.
- We don't count hours: we measure outcomes.

UNCONVENTIONALITY

- We think outside the box.
- We are not afraid to be different.