



Raise Foundation Position Description	
Title	Partnerships Manager
Version	October 2018

Primary Function

To secure financial partnerships for Raise Foundation including identifying, developing, defining, negotiating, finalising and managing those partnerships.

Reporting Structure

The Partnerships Manager reports to the Partnerships Director, and works closely with the Partnerships team and the Raise staff team.

Skills and Experience

- Outstanding interpersonal relationship skills
- Proven track record in business development and sales achievement
- Motivation for business development
- Prospecting and closing skills
- Sales planning skills
- Selling to customer needs
- Market knowledge
- Presentation skills
- Meeting fundraising goals
- Experience in a non-profit environment
- Strong capability to represent Raise to corporate, government, community partners
- Excellent communication skills, both written and verbal
- Excellent organisational skills with solid administration and reporting expertise
- Completion of Raise selection process including Youth Safety Checks
- Excellent IT skills including Microsoft Office365, CRM such as Salesforce, and cloud-based systems such as One Drive or Google Drive
- Ability to meet minimum requirements for contact with Raise staff team and key stakeholders

Personal Attributes

Outstanding ability to build and maintain relationships

Well organised with good time management

Influential, inspiring, motivating

Independent and results orientated

Outstanding presentation skills

Excellent attention to detail

Integrity and professionalism

High energy level

Accommodating with a welcoming “can do” attitude

Takes initiative and uses common sense

Ability to work independently, as well as part of a team

Ability to communicate at all levels

Reliable, committed and dedicated

Shows honesty and integrity, and leads by example

Shows respect of privacy and confidentiality

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Roles and Responsibilities

- Identify, pursue and confirm financial partners for Raise Foundation from multiple channels including but not limited to corporate, community and private philanthropic organisations including:
 - Identifying trending ideas by researching industry and related events, publications, and announcements; tracking individual contributors and their accomplishments
- Identifying and attending networking opportunities connected with the role including events which may occur outside normal business hours
- Locating and proposing potential partnership opportunities by contacting potential partners, discovering and exploring opportunities
- Setting and attending meetings with potential partnership opportunities
- Screening potential partnership opportunities by analysing market strategies, deal requirements, potential and financials; evaluating options; resolving internal priorities
- Planning, preparing and delivering personal presentations to potential partnership opportunities
- Finalising new partnerships by coordinating requirements; developing proposals and negotiating contracts; integrating contract requirements with program management
- Ongoing management of confirmed partnerships in accordance with Account Management Procedures to ensure their needs are being met and that Raise requirements remain current
 - Communicating organisational and program developments and outcomes to prospective partners
 - Communicating as required with other departments within Raise
- Providing your Manager with regular financial progress updates
- Consistently utilise the designated Raise Foundation CRM to manage all leads, opportunities, contacts, accounts, campaigns and performance measurement
- Protecting Raise Foundation's value by keeping information confidential
- Build mutual respect and instil trust within your team
- Maintain confidentiality and set clear boundaries in line with Raise Policies
- Operate within guidelines of the Raise Policy and Procedure Manual

Partnership Manager's Rights

Integrity and honesty

Support and direction from the Raise Management Team

A safe environment, free from physical or verbal abuse

Clear guidelines on expectations through policies and procedures which are well communicated

Confidentiality, respect and professionalism

Valued and accepted by Raise Foundation

Ability to discontinue with one month's notice with an effective handover

Raise Foundation Key Performance Indicators Applicable to this Role

Achievement of fundraising budget goals as agreed with Manager

Sales leads identified

Identification and attendance at networking events

Opportunities commenced and converted

Meetings and presentations held



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Category	KPI	Target
Partnerships	New Partner Conversations	40
Partnerships	Partnership Proposals Submitted	40
Partnerships	Partnership Agreements Signed	> 80%
Partnerships	Grant Applications submitted	20
Partnerships	Grant Applications won	> 60%
Partnerships	Partnerships Income Budget achieved	100%
Partnerships	Partners accurately represented in Salesforce	100%

Youth Safe, Youth Friendly Organisation

Raise Foundation is committed to being a Youth Safe, Youth Friendly organisation and will, for all young people who come into contact with our programs, provide welcoming, safe and nurturing services for young people, work to prevent child abuse and neglect within our services, appropriately and immediately address child abuse and neglect if it occurs, and place the interests of any young person suffering from harm, or at risk of harm, above the interests of any other individual or the organisation.

Raise Foundation Personality

At Raise, we are passionate about our work and the benefits we create for our mentees, mentors, staff team, partners and communities. Every day we strive to create thriving communities through best practice youth mentoring programs and make a positive impact on the lives of those who come into contact with us. We have six values that express our shared understanding of what we believe, how we aim to behave, how we would like others to see our personality, and what we aspire to be as an organisation.

Compassionate – cultivating relationships based on trust, kindness and sincerity

Honest – being dedicated to consistency, integrity and accountability

Innovative – using fresh approaches which facilitate ongoing improvement

Respectful – supporting people to make their own positive choices and changes

Professional – providing high standards which are personal, responsive and flexible

Youthful – motivating people to flourish using positivity, fun and enjoyment