

Position Description

Our Vision

A South Australia where every pet has a loving home.






About Us

Since our humble beginnings in 1964, Animal Welfare League has grown into one of South Australia’s leading animal welfare organisations. In our mission to connect pets, people and community, we find loving homes for vulnerable animals in need, reunite lost animals with their families and provide temporary shelter through our foster care program. We offer education and pet advice to the community to encourage responsible pet ownership and our social enterprises provide much-needed support to South Australians looking for pet boarding facilities and pet cremation and memorial services, as well as those on the lookout for a bargain at our Thrift Shops.

Our Mission

Connecting pets, people and community.

Our Beliefs and Behaviours

Create Opportunities 	Show Compassion 	Be Optimistic 	Share Knowledge 	Walk the Talk 
<p>Finding solutions to challenges</p> <p>Being open minded to alternatives and new approaches</p> <p>Striving to do better</p>	<p>Listening, observing and offering support</p> <p>Being respectful</p> <p>Being empathetic by taking the time to understand others’ points of view</p>	<p>Maintaining a positive outlook</p> <p>Focusing on what’s possible and staying realistic</p> <p>Remaining calm and composed during challenging times</p>	<p>Communicating openly and constructively</p> <p>Using mistakes and feedback as an opportunity to learn</p> <p>Seeking opportunities to develop our abilities and knowledge</p>	<p>Being open, honest and professional</p> <p>Being accountable for outcomes and actions</p> <p>Recognising and celebrating achievements</p>

Position Description

Position Title:	Corporate Partnerships Manager	Tenure:	Ongoing – Full Time
Department:	Community Engagement and Support	Classification:	N/A
Reports to:	General Manager, Community Engagement and Support	Direct Reports:	Nil

Position Overview

The Corporate Partnerships Manager is responsible for managing and developing a portfolio of AWL Corporate partnerships that are a key source of revenue and growth for AWL. Through the successful stewardship of these relationships, the Corporate Partnerships Manager is a critically strategic position required to raise vital funds to support AWL’s vision and expanding reach to assist more animals in need.

Key Results Area

<ul style="list-style-type: none"> <input type="checkbox"/> Account manage newly established and existing AWL Corporate partners, ensuring that each partner is appropriately supported and is reaching its full potential as a supporter. <input type="checkbox"/> Work with the General Manager, Community Engagement and Support to set the vision and development plans for each partner, ensuring each has clear objectives, key performance indicators (KPIs) and milestones. <input type="checkbox"/> Identify potential new opportunities to grow current Corporate partnerships, including identifying potentially useful networks within each partner organisation, developing powerful ideas, pitches and tailored proposals. <input type="checkbox"/> Promote a ‘partnership culture’ across AWL by building and maintaining strong working relationships with key internal stakeholders, involving them, where relevant, in the planning and delivery of Corporate partnerships. <input type="checkbox"/> Acquire new Corporate partners to grow profitability and business performance. <input type="checkbox"/> Nurture relationships with existing and new Corporate partners and sponsors to secure commitment to ongoing agreements. <input type="checkbox"/> Work with the marketing team to implement, improve and maintain communication to key stakeholders. 	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor AWL’s performance against service level agreements, encouraging employees to provide high-quality service, responding to client concerns, flagging potential issues and resolving them to clients’ satisfaction. <input type="checkbox"/> Conduct business reviews and surveys to ensure corporate partners and sponsors are satisfied with AWL’s service and ongoing support. <input type="checkbox"/> Ensure sound, up-to-date knowledge of AWL’s products, services and business needs to identify potential for sales, growth and sponsorships. <input type="checkbox"/> Research and analyse data and industry trends to generate leads and prospects for corporate partnerships. <input type="checkbox"/> Provide qualitative and quantitative monthly reports to the General Manager, Community Engagement and Support and Senior Management Team. <input type="checkbox"/> Identify areas for new income generation strategies and potential opportunities for diversification to safeguard income levels in the future. <input type="checkbox"/> Work with the General Manager, Community Engagement and Support to plan events and campaigns to attract new corporate partners, sponsors and other key supporters. <input type="checkbox"/> Undertake other position appropriate duties as assigned/directed.
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Leadership Effectiveness	Personal Abilities
<p>As a manager or supervisor of individuals you will be required to:</p> <p>Safety Leadership Lead positive safety attitudes and behaviours and communicate consistently about the pre-eminent importance of safety.</p> <p>Strategic Thinking and Direction Commitment to AWL's vision, mission and beliefs, and understands, contributes to and aligns work/priorities to business strategies.</p> <p>Commercial Acumen Understand key business drivers and the marketplace. Be able to anticipate trends and seek to broaden own knowledge.</p> <p>Working Across Boundaries Know your own impact, able to persuade others and build alliances and model effective workplace collaboration.</p> <p>Accountability Define and track performance to achieve goals, whilst driving a culture of innovation, creativity and 'can-do'.</p> <p>Leadership and Self-Management Facilitate involvement and team effectiveness and share a compelling vision whilst giving guidance, feedback and encouraging development. Able to respond calmly and manage stress, operating with honesty and integrity.</p>	<p>Essential</p> <ul style="list-style-type: none"> <input type="checkbox"/> A degree in business, marketing or related field, or relevant work experience. <input type="checkbox"/> Experience working in a charity or corporate partnerships/engagement/funding role. <input type="checkbox"/> Experience working in a corporate partnerships/corporate social responsibility (CSR)/marketing/sales environment. <input type="checkbox"/> Proven track record of achieving financial targets, and experience in negotiating contracts. <input type="checkbox"/> Demonstrable success and experience in a customer relationship management role, providing high level account management support. <input type="checkbox"/> Business development experience and a proven ability to source new clientele. <input type="checkbox"/> Excellent written and verbal communication skills with strong time management skills. <input type="checkbox"/> Experience in presenting information both written and verbal to various stakeholders including senior management. <input type="checkbox"/> Proficient computer skills particularly relating to customer database management and training.

Special Requirements	WHS and Compliance
<ul style="list-style-type: none"> <input type="checkbox"/> Some flexibility with working hours and additional hours may be required to meet business needs. <input type="checkbox"/> Frequent travel to visit off-site Corporate partners and AWL other sites will be required. <input type="checkbox"/> A current driver's licence is required. <input type="checkbox"/> Satisfactory National Police Clearance Certificate / National Police Check (NPC) at commencement of employment and periodically at the request of AWL. 	<p>All managers and employees of AWL are to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Comply with AWL's organisational policies, procedures, guidelines and applicable legislative requirements including but not limited to Fair Work Act 2009 and Work Health and Safety Act 2012. <input type="checkbox"/> At all times act and comply with reporting obligations arising from legislation, professional conduct standards including the Code of Code for AWL and organisational policies, procedures and guidelines. <input type="checkbox"/> Take appropriate steps to protect themselves from risks to health and safety and to make sure they do not cause risk to others through any act or omission. In particular, the incumbent must: <ul style="list-style-type: none"> <input type="checkbox"/> Report accidents, injuries, property damage and health and safety incidents. <input type="checkbox"/> Use equipment provided to protect health and safety. <input type="checkbox"/> Follow reasonable instructions given on health and safety. <input type="checkbox"/> Ensure they are not affected by alcohol or drugs so as to not endanger themselves or others. <input type="checkbox"/> Understand and follow the requirements of confidentiality and facilitate appropriate standards of confidentiality and information sharing practice. <input type="checkbox"/> Actively participate in AWL personal achievement and development processes. <input type="checkbox"/> Participate in training and development activities as specified by AWL including those associated with workplace health and safety.

I have read the requirements and responsibilities outlined in this position description and will adhere to these conditions. I agree to have my performance monitored and evaluated as detailed throughout this document.

Name:		Signed:	
Date:			