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# PARTNERSHIPS MANAGER



## JOB DESCRIPTION

DATE APPROVED: MARCH 2023

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Employer	Adara Development (Australia)
Location	Sydney, Australia
Employment status	Full time
Award	Social, Community, Home Care and Disability Services Award
Reports to	Senior Partnerships Manager
Direct reports	None

## OVERALL JOB GOAL

To help manage Adara's existing relationships with our financial partners (including 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 Partnerships Manager will also support the Senior Partnerships Manager, where needed, to identify new and lapsed major funding streams, write proposals, and nurture any successful new relationships so that they become long term supporters of Adara's work.

The role will work with the wider partnerships and communications team to identify and maximize opportunities for growth from donors.

## KEY RESPONSIBILITIES

### 1. Cultivate and deepen relationships with current financial partners

- Strengthen and implement an 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.
- Produce regular, high quality, and donor centric updates that connect donors to Adara's work by providing photos, videos and stories.
- Lead the development of high quality and comprehensive donor reports which include financial reporting.
- Ensure partner agreements and reporting templates are sensitive to donor requirements.
- Organise and run major donor and partner events in conjunction with the Senior Partnerships Manager and local teams.
- Develop and manage staff engagement activities for Adara's corporate partners.
- Scope future opportunities for current major donors and partners to contribute financially further to Adara's work.
- Travel domestically to attend meetings and events with major donors and partners, and, where needed, travel internationally to Adara's programme sites to accompany significant donors.

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

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- Work closely with the Communications and Programmes teams to ensure all communications to donors and partners are on message and up to date.
  - Work closely with the Finance, Programmes, Global Health, and Monitoring and Evaluation Teams to ensure quality programmatic and financial reporting to donors and partners.
  - Manage bespoke and regular communication schedules across anticipated donors to ensure donors receive reports and proposals as required.

### **3. Assist with financial and budget management**

- Work closely with the Finance team and the Senior Partnerships Manager to understand Adara Development's financial needs and funding gaps.
- Monitor 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 Senior Partnerships Manager, Communications Manager and CEO of Adara Development, and occasional meetings with the Founder and Chair of Adara Development.
- Utilise Adara's Customer Relationship Management (CRM) system (Dynamics) to record and manage relationships and partnership interactions.

### **4. Assist the Senior Partnerships Manager, in identifying and cultivating new funding opportunities**

- Support with the research of new major funding opportunities
- Support with proposal writing and liaise with programme staff to obtain the information needed to write a compelling proposition

## **QUALIFICATIONS AND EXPERIENCE**

- Relevant tertiary qualification.
- More than four years' experience in successfully managing and cultivating major donor partnerships and positive relationships.

## **DESIRABLE EXPERIENCE**

- Experience using Dynamics, Raisely or other similar donation and CRM systems.

## **COMPETENCIES**

- 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.
- Be 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.
- Willingness to travel on domestic and international donor trips as required

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## LOCATION

Adara is completely focused on the wellbeing and safety of our teams around the world at this time of COVID-19. 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. As long as it is COVID-19 safe, the candidate will be expected to work from our physical office space at least 2 days a week.

**The Adara Group is a child safe organisation.**

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# 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

### TEAM WORK

- 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