
PARTNERSHIPS MANAGER



JOB DESCRIPTION

DATE APPROVED: DECEMBER 2025

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

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 Partnerships Manager is to support managing Adara's existing relationships with our financial partners (including low and mid-tier, 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 Partnerships and Communications Team, as needed, to plan and implement fundraising campaigns, to identify new and lapsed major funding streams, and write proposals and grant applications.

The role will work with the wider Partnerships and Communications team to steward and engage Adara's donors.

KEY RESPONSIBILITIES

1. Support the management of donor relationships including developing quality and engaging content

- Deliver engagement and relationship building communications and activities that relate to a donors' giving level and/or propensity to give.
- Work closely with the Communications Manager and Programmes teams to ensure all communications to donors and partners are on message and up to date.
- Develop high quality and comprehensive donor reports and proposals for existing donors – working closely with the Finance team and Programmes and Impact teams.

-
- Manage bespoke and regular communication schedules to ensure donors receive reports and proposals as required.
 - Ensure funding agreements and reporting templates are up to date and sensitive to donor requirements.
 - Organise and run donor and partner events in conjunction with the Senior Partnerships Managers and relevant teams.
 - Help prepare team members and senior leaders for donor meetings and events through high quality and detailed briefing notes.
 - Travel domestically to attend meetings and events with donors and partners.
 - Utilise Adara's Customer Relationship Management (CRM) system (Dynamics 365) to record and manage relationships and partnership interactions.

2. Support with communications for low- and mid-tier donors through campaigns and automated donor journeys

- Plan and support the implementation of fundraising campaigns, in coordination with the Partnerships and Communications team.
- Lead automated donor retention activities and donor journeys to ensure we maintain an engaged low-and mid-tier base.

3. Assist the Senior Partnerships Managers in identifying and cultivating new funding opportunities

- Research and identify new major funding opportunities.
- Support with proposal writing and grant applications and liaise with programmes staff to obtain the information needed to write a compelling proposition.

QUALIFICATIONS AND EXPERIENCE

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

DESIRABLE EXPERIENCE

- Experience using Dynamics 365, 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

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.

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