

POSITION DESCRIPTION

Position title	Corporate Partnerships Coordinator, Victoria & Tasmania		
Hours	Full time	Contract terms	Permanent
Location	Melbourne	Department	Fundraising
Reporting to	Partnership Manager, Coles	Number of Direct Reports	0

Primary Purpose

The Corporate Partnership Coordinator plays an integral role in engaging some of Redkite’s biggest retail corporate partners including but not limited to Coles and Coles Express. This role ensures our partners’ team members feel inspired and connected to Redkite’s cause and acknowledged for their support of Redkite.

In relation to Coles and Coles Express, with a particular focus in Victoria & Tasmania, this role is responsible for being the main point of contact for our partners’ store team members, supporting their team fundraising activities by providing useful information, motivation and fundraising ideas. This support involves phone, email and face-to-face contact, involving regular travel to sites across Victoria & Tasmania.

This role may also be responsible for the account management of other corporate partners as mutually agreed.

Key Focus Areas

Relationship Management

- Build strong and authentic relationships with partners’ team members and managers in-store in Victoria & Tasmania, ensuring they feel supported, inspired and acknowledged for their generous support of Redkite.
- Contact and visit partner sites regularly with the understanding that some of this will occur outside normal work hours and involve travel.
- Support individual team fundraising activities by providing useful information, motivation and fundraising ideas.
- Deliver quality informal and formal presentations to Coles team members and senior managers.
- Ensure fundraising activities are compliant with Fundraising procedures and guidelines, sector guidelines and legislation.
- Collect photos, quotes and other materials to assist with internal and external communications on the partnership.

- Be an exemplary Redkite representative at all times potentially including to local media.
- Accurately and appropriately share information and news on Redkite’s important work.
- Adhere to and accurately present Redkite’s brand in all forums.
- Account management of additional corporate partnerships as mutually agreed

Team participation, general duties and administration

- Maintain robust, accurate database records on all contact with partner team members as well as media or significant events.
- Strategically select sites to visit with a view to maximise engagement.
- Provide team administrative support and undertake administrative duties required for the position.
- Respond quickly and professionally to ad hoc internal and external requests.
- Contribute ideas to improve processes, efficiency, fundraising and team engagement.
- Work as a collaborative and supportive team member.
- Undertake other duties as required and directed by Direct Manager, Head of Corporate Partnerships and/or General Manager of Fundraising.

Skills & Competencies

<p>Essential</p>	<ul style="list-style-type: none"> • One to two years’ experience in a relationship or client engagement role, representing an organisation to the highest standard. • Ability to build relationships with internal and external stakeholders of all levels. Excellent interpersonal skills with an authentic, warm and professional approach to enable high level phone and email communications. • Proven experience in delivering presentations to external stakeholders, with the ability to adjust to presenting in formal and informal settings. • Ability to develop and adapt communications to respond to changing circumstances. • Demonstrated success managing multiple tasks with shifting and short deadlines and changing circumstances. • Proven success working collaboratively as a part of team to build and improve processes, to share learnings and ideas, and to learn from teammates. • Advanced Microsoft Word, Excel and PowerPoint skills, confidence with internet and email and ability to pick up new technology quickly.
-------------------------	--

	<ul style="list-style-type: none"> • Integrity, strong work ethic and the ability to work independently. • Proactive, highly motivated and results driven, with excellent attention to detail. • Ability to learn about fundraising options and translate this into support for Redkite’s partner organisations. • Ability to travel and represent Redkite at external events, including regular travel, evening and weekend commitments. • Current full driver’s license.
Desirable	<ul style="list-style-type: none"> • Experience supporting community fundraisers. • Exposure to and understanding of fundraising legislation. • Not-for-profit fundraising experience. • Volunteer/intern management. • Experience using CRM database (preferably Salesforce) to support fundraising activity and analysis.