

Template for a Corporate Partnership Job Description

This template is intended as a start point for non-profits when recruiting a corporate partnership executive. Please adapt and personalize to your organization. If you require assistance with developing detailed KPIs for the role, or have any questions relating to corporate partnerships please contact us at: info@stellarpartnership.com

Job Title:	Corporate Partnerships Manager/ Executive	Location:	Hours: (FT or P/T)
Reports to:	Identify direct manager and team		
Key relationships	Any other key teams or relationships that are critical for success in this role		
Salary package:	<i>(Please contact us info@stellarpartnerships.com if you would like advice on the current salary range for a Corporate Partnership Manager)</i>		

About the organization	Organisation purpose, vision, values etc
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Primary Job Purpose	To develop strategic, sustainable and mutually beneficial relationships with corporate sector partners.
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<p>Job Responsibilities (new role)</p>	<p>This is a new position, so the role involves defining and implementing a Corporate Partnerships strategy, in collaboration with the [direct manager] and supported by the CEO/ board as required.</p> <p>Developing and gaining approval for a corporate partnership strategy</p> <p>Identifying and contacting corporate partnership targets, with the support of the CEO and Board;</p> <p>Working with the marketing and communication team to develop compelling proposals for corporate support</p> <p>Creating win-win opportunities for new, strategically aligned corporate partnerships, including commercial sponsorship, cause marketing, in-kind support and philanthropic gifts.</p> <p>Working with our Operations Manager to establish appropriate monitoring and tracking in our CRM/ other systems</p> <p>Establishing new, sustainable relationships and securing a mix of recurring and multi-year commitments, supported by the CEO and Board as required.</p>
<p>Job Responsibilities (established role)</p>	<p>To support XX organisation’s corporate partnerships strategy and the corporate partnerships team, through:</p> <p>Account managing key corporate partner relationships and nurturing and delivering innovative solutions for workplace giving partners, cause-related marketing (CRM) partners, national event partners, and major partners</p> <p>Conducting corporate research and providing strategic corporate insights</p> <p>Liaison with key organisational leaders to support partner prospecting, nurturing and stewardship</p> <p>Achieving net revenue and value growth through strategic development of current and new corporate partners.</p>
<p>People Management</p>	<p>Outline any direct reports</p>
<p>Financial accountabilities</p>	<p>Outline budget allocated OR budget will be determined with the Corporate Partnership Manager in consultation with direct manager (if new role)</p>

Selection Criteria	
Qualifications and Experience	<ul style="list-style-type: none"> • Established track record of success in corporate partnership management, relationship management, sales, marketing or communications, preferably with tertiary qualifications • Proven experience in building a pipeline of corporate partners including initiating, strategy, submitting proposals, account management, stewardship, etc • A proven ability to build and maintain effective relationships with partners and stakeholders • Excellent written and oral communication skills, including presentation skills. • Proven ability to show initiative, work collaboratively, prioritise work requirements, consult appropriately and respond to direction • Sound project management skills with demonstrated ability to take initiative and manage issues • Knowledge of CRM systems [insert relevant system preferred] and working knowledge of business systems eg Microsoft Office suite: Outlook, Word, Excel
Desirable Attributes	<ul style="list-style-type: none"> • Ability to operate in a complex, multifaceted charitable environment (AND/OR within a federated structure) • Demonstrated commitment, drive and initiative to achieve agreed objectives and outcomes • Self-starter, with proven ability to work independently and take the initiative • Good time management skills with ability to manage multiple relationships and projects simultaneously.
<p>Other items:</p> <ul style="list-style-type: none"> • This position may be required to work weekends, or outside ordinary work hours. • The successful candidate for this role may be subject to a National Police Criminal History Check and/or Working with Children Check prior to appointment. 	