

Position Description

Position Title:	Partnership Coordinator
Location:	Croydon, Melbourne
Reports to (title):	Chief Executive Officer / Partnership Development Team Leader
Date:	18/10/2018

Role Purpose:

The Partnership Coordinator is critical for the growth and development of Empart Australia, strengthening the experience and engagement of our partners with Empart. S/he will understand and play a key role in the partner journey for all our partners that don't have a designated Partnership Development Manager. This role will require both a hands-on approach within the partnership space as well as providing leadership to volunteers. The role will closely liaise with Partnership Managers and the CEO, but will overlap with all aspects of the organization and teams within the Australian office.

The role includes:

- Management of new contacts/potential partners
- Oversight of the partner journey and touch points with partners after a gift is received.
- Continually evaluating and improving our partner experience.
- Engaging and training of volunteers/ interns in the outworking of these activities.
- Other administrative duties support the wider team in various ways but all with the ultimate aim to benefit and build our partnerships with supporters.

The Partnership Coordinator will be personally committed to and actively demonstrate the Empart values:

- Making disciples
- Pioneering
- Radical dependence on God
- Sacrificial Commitment
- Empowering Partnerships
- Generous Living

Principle accountabilities:

Key responsibilities	Duties
Partnership Administration	<ul style="list-style-type: none"> • Management of new contacts/potential donors - data entry, implementation of processes to engage these new potential donors. • Oversight of the partner journey from and touch points with partners after a gift is received. • Working with the Partnership Development Team to continually evaluate and improve our partner experience. • Distribution of reports, prayer guides and other printed communication to partners. • Engage with partners via phone and email to thank them for their donations, pray with them and on occasion support the finance or development team with other follow up that may need to be made with a partner. • Engaging and training of volunteers (and/or other team members) in the outworking of these activities. • Prepare display/conference exhibition packs for team members to take when representing Empart at external events. • Planning and Event management for promotional and partnership opportunities.
Partnership Development Manager Support	<ul style="list-style-type: none"> • Support the Partnership Managers in identifying new leads or existing partners that have capacity or potential to deepen their giving engagement. • Provide administrative support to aid Partnership Managers with preparation for meetings and presentations, appointment scheduling and follow up required. This role would provide a back up relationship contact with many of our major partners and work closely with Partnership Managers to develop and deepen these partnerships. • Aid in the organizing and preparation of teams to participate in teams to the field, supporting the PDT Co-ordinator and Partnership Managers liaise with teams for travel preparations and logistics.
Exec Assistant to the CEO	<ul style="list-style-type: none"> • Administrative support to the CEO to aid in scheduling of meetings, preparation for meetings and presentations and follow up engagement with partners. • Making travel arrangements including flights, accommodation and car hire arrangements for the CEO or other team members when appropriate.
Other	<ul style="list-style-type: none"> • Other ad hoc tasks as required by the Executive leadership team

Skills/Qualifications/Experience:

Personal attributes

- Must be courteous, polite, and have a welcoming demeanor
- Excellent communication skills both verbal and written
- Positive attitude
- Willingness to learn
- Strong attention to detail
- Organised and logical thinker
- Displays initiative
- People skills
- Able to work well in a team and independently

Education & Experience

- Proven experience in administration tasks
- Experience in a sales / fundraising environment
- Experience and competence with using Microsoft Applications mainly Word and Excel and CRM platforms.
- Would be advantageous if further training or studies in business or event management.