



POSITION DESCRIPTION

Corporate Partnerships Manager

ONE GIRL 

At One Girl, we believe that *every girl* on the planet
has the right to an education.

No matter where she is born, how much her family earns,
what religion she adheres to or what her culture says,
every girl deserves the opportunity to learn,
grow, and be the best she can be.

We're on a huge mission to change the world,
one girl at a time.

We know *we can't do it* alone – and that's why
we need you!

ONE GIRL

CORPORATE PARTNERSHIPS **MANAGER**

We are looking for an experienced and dedicated Corporate Partnerships Manager to join the One Girl team!

The new Corporate Partnerships Manager will be a key contributor to One Girl's fundraising strategy. This role is critical to managing and developing new, mutually-beneficial partnerships and will focus on 3 key fundraising streams: corporate partnerships, workplace giving and grants.

Corporate Partnerships

The Corporate Partnerships Manager will manage and grow our existing partnerships by strengthening relationships and identifying creative new opportunities to work together. They will also research and develop a pipeline of new corporate partners to generate strong and sustainable revenue streams for One Girl.

Workplace Giving

The Partnerships Manager will retain and develop our Workplace Giving strategy. This role will manage and grow workplace giving platforms.

Grants

The Partnerships Manager will be responsible for building the One Girl grants portfolio. This includes leading the grants strategy through research and relationship building, and working with the Programs team with the application process.

We're looking for an energetic, collaborative individual who shares our passion for positive change for girls and their communities through education.

If you're values-led, and want to work in an organisation that strives to challenge the status quo and trial new fundraising ideas so we can create more impact in the world, we want to hear from you!



KEY RESPONSIBILITIES

Corporate Partnerships

- Manage and retain the portfolio of current partners to ensure mutually beneficial partnerships, identify additional opportunities to work together and encourage renewal and growth of partnerships.
- Research, identify, build and maintain a pipeline of potential business partners, ensuring relationships are continually progressed through the pipeline as new connections are formed.
- Acquire, manage and grow in-kind partnerships for One Girl.
- Conduct thorough ethical screenings of each partner to ensure they align with One Girl's values and strategic plan.
- Develop strong relationships with all partners and maintain regular contact with them.
- Alongside the Fundraising Director, review, refine and develop the current One Girl Partnership strategy to build engagement, longevity and income.
- Draft, update and maintain MOUs for all business partners.
- Develop, present and negotiate individual partnership proposals.
- Work collaboratively with other One Girl team members to deliver projects, campaigns and positive outcomes for partners.

Workplace Giving

- Manage One Girl's current Workplace Giving strategy.
- Maintain current workplace giving relationships.
- Research, identify and grow the current workplace giving portfolio.
- Create and build potential corporate partnerships through workplace giving.
- Oversee current workplace giving platforms, including maintaining administration and reporting.

Grants

- With support from the Programs team, help to manage One Girl's grants portfolio to grow income for One Girl.
- Alongside the Fundraising Director, manage relationships with grantors and ensure accurate and timely updates and acquittals.
- Conduct research on prospective grants and track timings for opening and application dates.
- Work with the Programs team to write grants and be responsible for submitting the application.

Other Responsibilities

- Support the development and management of fundraising budgets.
- Contribute to fundraising, advocacy and organisational strategies.
- Attend presentations and public events on One Girl's behalf as required.
- Assist with the development of quarterly reports, tailored reports, proposals and pitches.
- As required, brief, review and work with One Girl's Communications Team to develop content for emails, social media.

Is this you?

KEY SELECTION CRITERIA

Required Qualifications & Experience

- At least 3+ years of prior experience working in a corporate partnerships role in a not-for-profit organisation, or similar experience in a sales/business development role.
- Demonstrable experience in researching, cultivating and successfully securing financial and in-kind partnerships.
- Proven ability to build effective corporate partner relationships at all levels, and with people from diverse backgrounds.
- Understanding of Workplace Giving Platforms & experience in securing new workplace giving supporters.
- Experience in researching and applying for international grants, and demonstrated experience of successful, high-value proposals.
- Strong understanding of partnership agreements and drafting and editing MOUs.
- Exceptional writing, editing, proofreading skills for proposals, presentations and reports, and excellent attention to detail.
- Excellent interpersonal and communications skills, including the ability to negotiate, be energetic, friendly and enthusiastic, develop trust and maintain strong relationships with partners.

You're also

- Self-driven, collaborative, proactive and able to work in a flexible environment where you may need to adapt to change and learn quickly.
- Able to handle multiple priorities and deadlines, and have exceptional time management skills.
- Passionate about gender equality and girls' education, and have an understanding of the not-for-profit or international development sector.



VALUES & COMPETENCIES

You're a great communicator.

It doesn't matter whether you're communicating verbally or in writing, your fantastic communication skills ensure others know exactly what you're talking about.

A creative thinker.

You think outside of the box and aren't afraid to present ideas, solutions and new concepts that will help One Girl grow and enable more girls to access education.

You've got initiative.

You get that things move fast, and you have a knack for organising things. You anticipate needs and can identify gaps that need addressing. You don't wait for someone to tell you to do a task – you just get it done.

You're a people person.

You love engaging with people from all ages and all walks of life. Your energy and enthusiasm is contagious.

You are a juggler.

Not in the circus-sense (though bonus points for that!). But rather, you're able to juggle multiple tasks, areas of focus, and competing priorities with ease.

You're cool, calm and collected in the face of deadlines, and you can produce quality work even when you're under the pump.

TIME COMMITMENT AND SALARY

This is a full-time position based in One Girl's Melbourne office in Abbotsford, with annual remuneration of **\$70,222** plus superannuation.

- One Girl offers flexible working arrangements as well as remote working options to ensure that we attract and retain the best talent.
- You may also take advantage of salary packaging benefits as One Girl is an FBT exempt employer.
- We encourage people from diverse backgrounds to apply.
- One Girl is a child safe organisation and all successful applicants will be required to sign the Child and Young Person Safeguarding Code of Conduct.

Is this the role for you?

If you have any questions about this role please get in contact with Emma Killeen, Operations and HR Manager at One Girl, ek@onegirl.org.au

We look forward to hearing from you!