



## POSITION DESCRIPTION

**Position:** Corporate Partnerships Lead (FCD.165)  
**Reports To:** Senior Manager Partnerships and Philanthropy  
**Classification:** Band E

### CANCER COUNCIL VICTORIA

Every year, more than 35,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**

### DIVISION / UNIT / TEAM SUMMARY

The **Fundraising and Communications Division** (FCD) is responsible for ensuring that Cancer Council maintains a visible, engaging presence in the community; and to inspire and activate support from Victorians.

Through a diverse revenue generation program, the Division works to ensure funds are raised to support the Cancer Council's work in line with the organisation's mission and values.

This is achieved through best-practice high volume direct marketing approaches; exceptional relationship management of high value supporters including major donors, charitable foundations, corporate partners and Gifts in Wills supporters; delivery of iconic fundraising events; and product sales and royalties through our retail arm.

The Division's ways of working enable our teams to move quickly, deliver ongoing value to our supporters and foster a culture of continuous improvement. We connect our cause and values to how we organise ourselves, and our work, to help supporters play their part in saving lives and reducing the impact of cancer.

The Partnerships and Philanthropy Unit is responsible for developing and implementing an effective relationship management approach with high value supporters to deliver significant and sustainable income to support the work of Cancer Council Victoria –

working with major donors, charitable foundations, corporate partners and Gifts in Wills supporters.

## **POSITION SUMMARY**

Reporting to the Senior Manager, Partnerships and Philanthropy, the Corporate Partnerships Lead is responsible for developing, managing and fostering relationships with Corporate Partners to generate revenue, create sustainable growth and account-manage state-based relationships. The role will help acquire and implement national corporate partnerships to support national fundraising campaigns.

The position works closely with internal departments to ensure the smooth coordination of communication, events and activities. Working closely with peers across the Fundraising and Communications Division, the role involves pursuing business development opportunities, preparation and pitching of proposals, invoicing, and supporting corporate fundraising initiatives. The Corporate Partnerships Lead provides high level support for corporate volunteering opportunities and manages selected individual relationships from the portfolio.

## **RESPONSIBILITIES**

### **Drive impactful corporate partnerships for growth**

- Proactively identify and research strategic corporate partnership and sponsorship opportunities, serving as the primary point of entry to cultivate impactful relationships and achieve income targets.
- Work collaboratively to negotiate partnership agreements that are aligned to Cancer Council policies and guidelines
- Develop and deliver proposals and pitches to potential corporate partners, in collaboration with internal stakeholders
- Work collaboratively within the Fundraising and Communications Division, and other areas of the organisation to improve the corporate partnership experience and strengthen their engagement with Cancer Council
- Support the national corporate partnerships team to acquire and implement national corporate partnerships in Victoria.

### **Innovation and business improvement**

- Develop a corporate engagement strategy with support and mentoring from the Senior Manager Partnerships and Philanthropy and Head of Partnerships and Philanthropy and lead its implementation.
- Develop and implement business rules for managing corporate supporters within FCD
- Identify and test opportunities for innovation with corporate partners to deliver enhanced value to Cancer Council campaigns and events.

### **Reporting**

- Provide regular reports on activities against targets (financial and non-financial)
- Ensure all information and communications with supporters are recorded in the database in a timely and accurate manner.
- Maintain supporter trust and confidentiality and ensure all supporter information is compliant with privacy legislation.
- Engage with internal stakeholders to ensure supporters and funders receive timely and accurate reports and impact updates on the projects they are funding.

### **Collaboration**

- Collaborate with colleagues to identify opportunities for corporate engagement in fundraising campaigns, leveraging a deep understanding of opportunities within the organisation.

- Work closely with teams to bring opportunities for corporate engagement to life, overseeing the development of collateral to support effective engagement.
- Collaborate with counterparts interstate on national and/or shared campaigns and opportunities as required.

***Such other duties as directed and consistent with an employee's level of skill, competence and training.***

## **KEY SELECTION CRITERIA**

### ***Essential Criteria***

#### **Qualifications, Experience, Knowledge and Skills**

- Demonstrated experience in corporate relations/engagement/partnerships or new business development.
- Tertiary qualification or equivalent work experience in related field.
- Experience in developing and implementing long term corporate engagement plans to achieve corporate revenue and engagement goals.
- Experience managing all aspects of corporate engagement, including the development and ongoing review of business plans and budgets.
- Excellent communication, presentation and influencing skills with the ability to convey complex and/or emotional content in compelling ways.
- Outstanding relationship management skills and experience including developing and fostering collaborative relationships with both internal and external stakeholders.
- Proven track record in securing corporate prospects, identifying new income generating activities, and building win-win partnerships for corporates and the non-profit sector.

#### **Desirable Criteria**

- Experience in a not-for-profit sector
- Experience contributing to fundraising strategies for income growth.
- Experience in the effective use of a CRM system to maximise the effectiveness of corporate relationships and programs.

#### **Special Requirements**

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Police Check