St Vincent de Paul Society (NSW)
ABN: 91 161 127 340

Charles O'Neill State Support Office
2C West Street
Lewisham NSW 2049
PO Box 5
Petersham NSW 2049

Telephone: (02) 9568 0262
Facsimile: (02) 9550 9383

Email: vinnies@vinnies.org.au
Website: www.vinnies.org.au
Donation Hotline: 13 18 12

Corporate Partnerships Coordinator

Position Description

Position Title:	Corporate Partnerships Coordinator
Responsible Council:	NSW State Council
Reports to:	Corporate Partnerships Manager
Close working relationship to:	Communications & Media Team Events and Community Fundraising Team State Support Services Team Finance Team
Location:	Lewisham, NSW
Primary position objective:	The Corporate Partnerships Coordinator is responsible for working with the Corporate Partnerships Manager to drive the strategic delivery of the corporate partnerships and corporate volunteering program to achieve financial and engagement objectives and to increase the corporate profile of SVDP in NSW.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Department Overview

Forming part of the restructured Fundraising & Communications team, the Corporate Partnerships Coordinator reports to Corporate Partnership Manager who has responsibility for setting revenue targets and KPIs and managing and coordinating a corporate program that aims to develop new, long-term funding sources.

The Fundraising & Communications (F&C) Department encompasses a range of professional services including fundraising, major gifts, bequests, events, corporate partnerships, corporate volunteering, communications and marketing and is dedicated to raising the profile, awareness, funds and support for the 'good works' of the Society.

Key responsibilities

Corporate Volunteering

- Develop and manage an engaging annual corporate volunteering program for existing corporate partners and as the program develops, for corporate prospects.
- Work closely with SVDP Support Services (homeless and community development programs and services) and the wider Society to promote the benefits of corporate volunteering and to identify opportunities and associated costs that are suitable and in line our corporate partners specific CSR priorities.
- Develop and ensure the implementation of volunteering processes; and policy and procedures, feedback and analysis to professionally manage corporate volunteering activities across the Society.
- Coordinate an annual plan of corporate volunteering opportunities for partners and ensure timely and clear communication with both partners and services.
- Work with the CPM to evaluate and prioritise all corporate volunteering activities based on return on investment (ROI), benefit to the Society; SVDP strategic direction and/or fundraising strategy.
- Ensure Corporate Partnerships Manager, Executive Management, Service Managers and Executive Director of Fundraising and Communications are kept up to date and informed of all activities.
- Ensure that the appropriate training, paperwork and insurance is applied in all circumstances.
- Write post-volunteering articles for corporate partners, services and the communications team for possible inclusion in Vinnies newsletters.
- Work with corporate partners to develop and implement opportunities to promote SVDPs brand, values and vision within the corporate community (in conjunction with Communications & Marketing).
- Prepare Corporate Volunteering activity briefing sessions or briefing documents that outlines roles and responsibilities for the activity.
- Prepare and send invoices for Corporate Partners to cover the costs of corporate volunteering activities created within CRM.
- Ensure all corporate volunteering activities including budgets allocated are tracked in the organisation record in the Customer Record Management system (CRM) Microsoft Dynamics /MS Dynamics (2016).

Corporate Partnerships and Corporate Foundations

- Work with the Corporate Partnerships Manager to service current Corporate Partners including the development of account management plans, funding proposals and by working closely with Services to develop funding opportunities that will attract corporate investment.
- Research the Vinnies CEO Sleepout database to identify committed CEO Sleepout participants and their associated organisations and corporate foundations and work with the Corporate Partnership Manager to solicit funding as part of the wider fundraising strategy.
- Research and assist in the preparation of funding submissions and Corporate Partnership proposals and ensure appropriate sign off by relevant management.
- Coordinate a schedule of required acquittal reports for Corporate organisations and Corporate Foundations relating to their Corporate Partnership or Corporate foundation grants.
- Present to the Corporate Partners staff base on the Corporate Partnership/program they are funding or staff engagement activities available and the benefits to the partnership provides to the society.

- Assist in managing a pipeline to update funding secured and identify current areas of focus and provide to Corporate Partnerships Manager on a monthly basis.
- Ensure all corporate partner proposals, reports, communications are tracked in the organisation record in the Customer Record Management system (CRM) Microsoft Dynamics/MS Dynamics (2016).

Work Place Giving

- With the guidance of the Corporate Partnerships Manager, manage the SVDP NSW work place giving program 'Work to Give' and promote to current Corporate Partners and CEO Sleepout database and new prospects.
- Manage the Corporate Work Place Giving matching portals and liaise with the relevant work place giving bodies to provide written overviews for the St Vincent de Paul Society NSW.
- Prepare Service information and upload to giving portals for staff who have particular focal giving areas.
- Work with the Supervisor of Data Entry to identify work place giving donations and ensure processing to appropriate organisation within the CRM.
- Send tailored work place giving receipts to relevant corporate organisations, individuals and corporate giving portals to ensure good donor stewardship.
- Update the CRM with any activity relating to the corporate organisation that has been actioned; notes, receipts, newsletters, work place giving marketing collateral.

Events

- Recruit, train and liaise with staff and corporate volunteers that support a range of fundraising events including the Vinnies CEO Sleepout and Hotels Have Hearts.
- Ensure appropriate paper work, safety briefings and insurance is applied in all circumstances.
- Working closely with the Corporate Partnerships Manager and Events and Community Fundraising Manager to secure and manage event sponsors.
- Ensure all sponsors are appropriately acknowledged through event touchpoints both nationally and at a State level. e.g.: program booklets, sponsor banners, websites.
- Ensure tracking of sponsor support and value of support is recorded in the CRM.

Corporate Partner Communications

- Work with Services and the Communications & Media team to develop a bi annual newsletter and social media content plan to communicate how work place giving funds have supported services in NSW.
- Write content about Corporate Partners support and relevant activities undertaken for inclusion in the Society newsletters sent to members, volunteers and supporters.
- Support the Corporate Partnerships Manager in managing the case studies on Corporate Partners section of the Vinnies website and associated websites to profile Corporate Partners and attract further Corporate support.

Key Performance Indicators

- Contribute to building a sustainable corporate income stream through corporate trusts & corporate organisations.
- Help deliver an exciting and inspiring package of Society programs and services that attract funding and offset budget deficits.
- Deliver an engaging corporate volunteering program for valued corporate partners.
- Successfully coordinate staff and corporate volunteering activities to support events.
- Operate as an effective and positive member of the SVDP NSW team.

Essential Criteria

- Tertiary qualifications in communications, marketing or business.
- Minimum of 2 years' work experience in a Partnerships role
- Proven relationship management skills and ability to research and develop new opportunities to achieve growth.
- A track record in working successfully with and communicating with, senior representatives to capitalise on leads and opportunities.
- Excellent verbal and written communication skills with the ability to write reports, newsletters, proposals and targeted letters.
- Experience in pitch and presentation skills to present to Corporate Partners about partnership and volunteering opportunities.
- Can work effectively both autonomously and as part of a team.
- Demonstrated ability to work with a diverse range of internal stakeholders.
- Ability to work some weeknights and if needed weekends for major events.
- Commitment to work within the philosophy and ethos of the Society.

Desirable Criteria

- NFP experience would be highly favourable but not essential

The St Vincent de Paul Society is an Equal Employment Opportunity Employer