JOB DESCRIPTION

The Fred Hollows Foundation

Role Information			
Job Title	Partnerships Manager - New York	**Division / Location**	International Fundraising, Public Affairs New York, USA
Date	May 2017	**Career Band**	Senior Professional
Employment Type	Consultant	**Role balance guide**	**People:** 20% **Operations:** 30% **Technical:** 50%
Name	Vacant		
Role summary	As part of The Fred Hollows Foundation's plan to diversify its income base beyond Australia, a number of new country markets have been created that leverage our work in over 25 countries around the world with the goal of exponentially increasing support for ending avoidable blindness. The United States is one of those key markets. The Partnerships Manager – New York will play a pivotal role in driving The Foundation's major gift and corporate partnerships program in New York and the East Coast of the United States, building strategic stakeholder relationships. The candidate will apply their extensive marketing and communications skills and experience in development/fundraising and relationship management to help propel The Foundation from a trusted Australian charity into a genuine International NGO through an ever expanding networking of supporters in New York and the East Coast more broadly. Key areas of accountability include: • Cultivate and manage a portfolio of major gift and corporate partnerships and achieve agreed income targets • Manage various advocacy and stakeholder relationships in New York and Washington DC • Oversee the creation of innovative fundraising products and infrastructure • Represent The Foundation • Team Collaboration • Values and Behaviour • Health, Safety and Wellbeing • Child Protection		
	• **Reports to:** Head of United States • **Member of:** International Fundraising team, a unit of Marketing and Fundraising, within the Public Affairs division • **Required to:** undertake significant domestic and international travel as required • **Direct reports:** Partnerships & Foundations Executive, based in Sydney		
Role Relationships	**Relationship with Manager** • Manager creates the strategic framework and is accountable for performance and development	**Works with the following internal and external stakeholders** • Head of International Partnerships • Regional Operations Manager • All internal departments • International fundraising consultants and suppliers • U.S. and regional ambassadors, advisory groups and advocates	

		• Senior corporate leaders and high net worth individuals • Government officials and elected representatives

Core accountabilities
Cultivate and manage a portfolio of major gift and corporate partnerships and achieve agreed income targets • Foster and manage regional corporate partnership and high net worth (HNW) relationships that connect our existing and new Australian partnerships with opportunities in New York, the United States generally • Achieve agreed upon financial targets for both major gift and corporate partnerships • Secure and grow fundraising income to achieve agreed fundraising targets and to enable The Foundation to expand its sight restoring program work • Identify new fundraising opportunities and build individual prospect pipeline amongst the Australian diaspora community and business circles in New York and the United States generally • Using sound fundraising principles to develop long-term cultivation and stewardship strategies that utilise the expertise of key Foundation staff and leadership in deepening donors' commitment to the organisation • Build long-term relationships with donors and prospects, identifying, cultivating and stewarding their interests • Take a results-driven and team-oriented approach to ensure FHF in the United States achieves or exceeds its annual fundraising targets
Manage various advocacy and stakeholder relationships in New York and Washington DC • Liaise with The Foundation's Washington based government affairs and media consultants when necessary as part of the management of our legislative and advocacy program • Liaise with The Foundation's exist program delivery partners and funders based in New York and elsewhere, such as Helen Keller International, USAID, Orbis and RTI.
Oversee the creation of innovative fundraising products and infrastructure • Development a NY based US leadership giving program including an engagement pathway for major donors to participate in The Foundation's giving program • Identify and engage potential advocates and donors amongst discreet diaspora communities based in New York from countries where The Foundation has a significant program footprint including mainland China, Hong Kong, Vietnam, Pakistan and Nepal • Help map and engage potential ambassador and senior advocates for new country markets and throughout the region
Represent The Foundation • Represent The Foundation at donor and corporate engagement meetings, fundraising and awareness-building events and to the Australian representative community • Collaborate with The Foundation's senior management team to co-manage key relationships • Stay current with organisational strategies and program details and plans in order to recommend potential funding opportunities to donors • Act as spokesperson and provide media support when necessary
Team Collaboration • Constructively contribute and collaborate with all colleagues • Delivery high quality work that supports our global operating environment • Demonstrate compliance with all legislation and The Foundation's policies and procedures

Values and Behaviour

- Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand
- Actively support The Foundations commitment to the principles of diversity, inclusion and EEO
- Actively demonstrate the organisational values:
  Integrity: We stand up for what is right
  Collaboration: We are stronger together
  Empowerment: We make a difference
  Action: We focus on results

Health, Safety & Wellbeing

- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation
- Identify, assess, prioritise and control risks arising from the operation of the division in relation to the impact on the health and safety of all staff, contractors and visitors
- Ensure that a system of work is safe and without risk to health is developed, documented and followed by workers and others through appropriate training, supervision and monitoring
- Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers or others in their charge including contractors whom they engage

Child Protection

- This position is recognised as having "contact with Children", either direct or indirect

Person Specification		
	Essential	**Desirable**
Qualifications, Experience and Knowledge	**Qualifications** • Tertiary qualification in Public Policy, Marketing, Communications or similar field **Experience** • A minimum of 5 years' professional experience in stakeholder engagement and management • A minimum 4 years working in an NGO fundraising role • Experience managing senior stakeholder representatives, both corporate and government • Experience developing and managing leadership giving circles **Knowledge** • Understanding of government, diplomatic, corporate and HNW processes • Understanding of cross cultural cues and social/ business norms • Existing donor network in New York City	**Qualifications** • Advanced certification in Microsoft Office Suite • Project management **Experience** • Experience in fundraising and development • Working for a non-government organisation • Experience in stakeholder and donor management, in a low dollar context and with corporate and high net worth individuals **Knowledge** • Understanding of New York diplomatic, arts and business culture • Understanding of leadership fundraising
Skills and Attributes	**Skills**	**Skills** • Marketing and copy writing ability

	• Excellent written and verbal communication skills, including persuasion and negotiating abilities, effective listening, diplomacy and tact • Ability to make a fundraising pitch and to close a fundraising deal • Excellent people skills, comfortable with various audiences in various settings • Outstanding written and verbal communication skills • Strong presentation and public speaking skills • Strong skills in Microsoft Suite **Attributes** • A strong personal desire to work for The Fred Hollows Foundation and alignment with our vision and guiding principles • A commitment to helping successfully grow The Foundation's brand and development capacity in markets outside Australia. • Sensitivity to different cultural environments both at a country level and within audience segments • Comfortable working in fast paced start up environment, with an innovative, analytical and strategic mindset • Comfortable working with remote team members, who often have English as a second language • Works well to deadlines and is comfortable working across multiple time zones	• Database management
Other	• Eligibility to work in the United States • Preparedness to undergo background checks including Criminal records check and qualifications check • Availability to travel domestically and internationally	

This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details