How we value your contribution:

**Remuneration package**
We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

**Salary packaging**
We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

**Leave**
You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers’) leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

**Paid parental leave**
We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

**Performance & development**
Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

**Learning & development**
Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

**Leadership**
Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting the development of leaders at all levels. We provide equal opportunities for all our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

**Study support**
We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

**Recognition**
Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

**Flexible work arrangement**
You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

**Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability**
We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

**Health & safety**
We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

**Employee Assistance Program**
You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

**To work in the Foundation you will:**
- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.

Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details.
**ROLE PURPOSE**

**Role Title:** Partnership Executive  
**Division:** Public Affairs  
**Location:** Sydney  
**Date:** June 2021

**Employment type:** Full time  
**Reports to:** Senior Partnerships Executive  
**Number of direct reports:** 0  
**Leadership Band:** Leads self

**Purpose of the role:**
The **Partnerships Executive** is accountable for leading the delivery and implementation of a strong corporate partnership program with existing partners of The Foundation.

**Partnerships Executive will own the outcomes of:**
1. Supporting the delivery of the Corporate Partnership program for The Foundation  
2. Working with the Senior Partnerships Executive to deliver corporate engagement activities for existing partnerships  
3. Maintaining and growing an agreed portfolio of key corporate partners and ensuring KPIs for each partner are met  
4. Build strong internal relationships with the Programs and Public Affairs division to deliver against shared outcomes for The Foundation and corporate partners  
5. Assist to identify cross-sell opportunities with corporates, sponsors and supporters for key community partnership events  
6. Oversee the ongoing delivery of the Workplace Giving Program  
7. Other tasks as requested by your manager

**Our Capabilities:**

![Look Out, Look Within, Look Beyond]

**As a member of The Foundation Family you will:**
1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.  
2. Adhere to all The Foundation’s policies and procedures.  
3. Strengthen the health, safety and well-being of all/look out for the well-being.  
4. Lead, collaborate and contribute in all interactions.

**Essential Experience:**
- Demonstrated experience in account management or partnership engagement  
- Demonstrated ability to implement project plans and timelines  
- Ability to communicate across a range of medium which includes public speaking, verbal and written presentations and proposals

**Desirable Experience:**
- Experience in NFP fundraising  
- Good understanding of the CSR and Corporate philanthropic market.

**Skills:**
- High level of personal initiative and resourcefulness  
- Excellent written and verbal skills  
- Excellent time and project management skills  
- Good communication and presentation skills  
- Excellent competence in MS Office and use of databases

**Qualifications:**
Tertiary qualification in fundraising, communication, marketing or related discipline, or equivalent experience

**The position involves:**
This position is recognised as having “Contact with Children” either direct or indirect

**Travel:**
Domestic travel as required.

**Additional Responsibility:**
Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.