



Nourishing Our Country

## OZHARVEST | JOB DESCRIPTION

<b>Your Position Title:</b>	Senior National Partnerships Manager
<b>Your Department:</b>	Impact Team
<b>You'll Report to:</b>	National Partnership Leads
<b>Your Direct Report:</b>	National Partnership Executive (TBC)
<b>Classification :</b>	Fixed Term Contract
<b>Headcount or Hrs/wk :</b>	38 hours per week
<b>Date :</b>	January 2022

### Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes CEO and EA to CEO, Head of Impact, National Partnerships Leads, National Partnerships Managers and Executives, National Community Partnerships Manager, Development, Communication and PR, State Managers, State Engagement Coordinators.

You'll also work with external stake holders including:

Corporate partners and supporters and their foundations, workplace giving facilities and platforms

### What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

**Connected by a cause:** We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

**Nourish & Grow:** We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

**Boldly Courageous:** We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

**With Gratitude:** We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

### About the role



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The primary role of the Senior National Partnerships Manager is to:

- Manage key OzHarvest corporate partner relationships with a focus on retention and growth
- Work with National Partnership Leads on the strategy to identify and acquire new corporate partners, and help with execution
- Identify, secure and acknowledge in-kind support from partners
- Nurture connections and build new relationships with external corporate stakeholders
- Support National Partnership Leads on development and implementation of Partnerships Business Plan in conjunction with the National Impact Team
- Ensure all partnerships are delivering maximum impact in line with the OzHarvest mission to Nourish our Country

### **Your Responsibilities**

#### **Account Management**

- Build and nurture a prospect database, maintain a pipeline, initiate and secure new partnership/sponsorship contracts
- Manage, sustain and nurture existing corporate relationships through exceptional customer service
- Grow revenue from existing corporate relationships by developing strategic, long term, trust-based, professional relationships
- Prepare multi-faceted presentations and proposals (including sponsorship, gifts, volunteering, workplace giving, etc.) and written submissions to pitch for securing new corporate partnerships/ sponsorship
- Work with new partners and our legal advisers to develop contracts for all new partnerships/sponsorships
- Document proposals and contracts, and monitor all partnerships to ensure positive and purposeful activities and stewardship including evaluation and impact assessment of all partnerships/ sponsorships
- Work with the Marketing and Communications team to profile partnerships where appropriate
- Prepare regular stewardship reports and plans for partners, corporate foundations
- Provide regular reports to National Partnership Leads on results of corporate partnerships including input into board reports

#### **Revenue Generation**

- Achieve annual income and expenditure targets
- Manage assigned accounts within the national partnerships budget, monthly reports and forecast



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### **Program Administration**

- Undertake administrative duties required for the position including maintaining comprehensive database records on Salesforce
- Ensure consistent promotion of the OzHarvest brand and messaging in line with brand guidelines
- Represent OzHarvest at various events and activities as an OzHarvest speaker and brand ambassador as required

At OzHarvest we are a small family and all work together to contribute to ensure we are delivering on our purpose to Nourish our Country. In order to deliver on our purpose:

- There is an expectation that for all major events we, as a family, come together and take on additional responsibilities to deliver a successful event.
- We are mindful of delivering the best possible outcomes by maximizing contributions and minimizing costs wherever possible and we do this by:
  - The best possible quotes from suppliers and where possible in-kind support or donations for the work that we do
  - Volunteer out of hours to support our purpose

Other duties as required from time to time

### **Your Key Performance Indicators**

- Corporate Partnerships
- Revenue figures
- Growth in number of partnerships
- Retention of partners and relationships
- Conversion rates – from corporate engagement program participation to a new corporate partnership/ sponsorship

### **Personal Specifications**

#### **Qualifications**

- Bachelor's degree or higher in Business, Marketing, Communications or similar
- A valid Police Check

#### **Skills, Knowledge & Experience**

- 7+ years in a client relationship role
- Ability to engage with and nurture relationships with our corporate partners
- Demonstrated drive to implement best practice solutions and program development to achieve benchmarks and milestones with regards to revenue raising



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- Ability to operate at a detailed projects level whilst also maintaining a national projects perspective
- Ability to manage multiple, and often complex, projects at one time
- Sound commercial acumen
- Demonstrated analytical ability
- Experience in Salesforce desirable

#### **Personal Abilities and Aptitudes**

- Energetic, positive and proactive; Action orientated with a drive for achieving revenue targets and growth
- A strong commitment and enthusiasm towards the purpose of OzHarvest
- Excellent communication and interpersonal skills, including strong written, presentation and verbal skills across phone and email and in person; Ability to communicate with a diverse audience
- Innovative, creative and act with initiative and flair
- Great organisational skills and the ability to prioritise tasks and time manage; Flexible and highly responsive to changing priorities and circumstances

#### **Employee Acknowledgement**

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

**Employees Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_