Partnerships & Fundraising Lead
Position Description

Reports To:	Head of Fundraising and Communications
Direct reports:	Nil
Employment Type:	Full or Part-time (0.8 FTE)
SCHADS Classification:	Level 5
Location:	Geelong (Hybrid on-site/WFH)
Key Relationships:	Foundation staff Corporate and Community partners Workplace donors External communications agencies and suppliers

About the Give Where You Live Foundation

Our Mission
To build, fairer more equitable communities across the Geelong Region.

Our Vision
A Geelong region, where everyone thrives through equity, inclusion and shared opportunity.

Our Values
- We build trust to create change
- We connect with empathy
- We are better together
- We are real and authentic
- We stay curious and learn

Who we are:
Since 1954, the Give Where You Live Foundation has been a driving force for social change across our region. We are a unique, place-based philanthropic community foundation working in partnership with our community to help people and places thrive. With a broad fundraising base that helps us focus on investing in our community to create change, the Give Where You Live Foundation is a community foundation with a difference.

Our vision is a Geelong region, where every community thrives through equity, inclusion and shared opportunity. Our approach to helping community varies from providing financial support for frontline community agencies, uniting our community and local organisations to tackle a social challenge together, advocating on behalf of people facing barriers and rallying the community to support our cause.

Position Overview

Reporting to the Head of Fundraising & Communications, the Partnerships and Fundraising Lead is responsible for driving sustainable revenue growth and deepening engagement with businesses, donors and philanthropic organisations. The role focuses on building strategic partnerships, securing new funding opportunities and leading key fundraising initiatives that support the Foundation's mission and impact.

This position plays a critical role in identifying and developing new revenue streams while strengthening existing relationships to maximise philanthropic investment in the Geelong community.

Key Responsibilities

You will have the opportunity to lead a number of the Foundation's revenue streams.

Support and grow existing Corporate Partnerships

- Develop and implement strategies to retain and grow existing corporate partnerships, ensuring strong engagement, achievement of revenue targets, and demonstration of measurable community impact.
- Identify opportunities for sponsorship, employee engagement, volunteering, and investment aligned with organisational priorities and partner objectives.
- Prepare high-quality partnership proposals, presentations, reports, and stewardship plans to meet funding targets and clearly articulate community outcomes.
- Develop and deliver targeted corporate engagement campaigns to drive participation, funding outcomes, and enhanced community impact.
- Demonstrate and communicate measurable community impact to strengthen funder engagement and support renewal opportunities.

Develop New Corporate Partnerships

- Identify businesses in the region and develop strategic relationships alongside identifying, developing, and securing new corporate partnerships to drive revenue growth and maximise community impact.
- Lead the identification and acquisition of matched giving partnerships and corporate sponsorships for Foundation initiatives and events, maximising funding outcomes and stakeholder engagement.
- Develop and deliver compelling funding proposals and presentations that drive corporate investment and partnership outcomes.
- Represent the Foundation at networking events, business forums and community functions.
- Manage partnership pipelines and document relationships in the Foundation's CRM database (Salesforce).

Coordinate Workplace Giving Program

- Lead the promotion and delivery of the Foundation's workplace giving program across the region.
- Develop engagement campaigns and resources to support participating organisations.
- Maintain strong relationships with workplace giving partners and employees.
- Monitor and report on participation rates, income growth and impact outcomes.

Support Trust & Foundation Engagement

- Support funding applications to philanthropic trusts, foundations, and grant-making bodies.
- Support development of high-quality grant applications and funding submissions aligned with funding priorities and organisational objectives.

Contribute to a Positive Team

- Actively contribute to fostering a positive and inclusive organisational culture that values diversity, equity and respect. Participate in team-building activities and initiatives aimed at promoting collaboration and a positive culture.
- Maintain open and effective communication with colleagues, Managers and stakeholders. Collaborate with team members across departments to achieve shared objectives and deliver high-quality outcomes.
- Engage in continuous learning and professional development opportunities to enhance job knowledge, skills and effectiveness in fulfilling role responsibilities.
- Provide exceptional customer service to internal and external stakeholders, responding promptly to inquiries, addressing concerns and ensuring positive interactions that reflect positively on the Foundation and other systems as required.
- Demonstrate cultural sensitivity and awareness in all interactions with colleagues, partners and community members. Respect and celebrate diverse backgrounds, perspectives and experiences within the Foundation and the broader community.
- Participate in engagement activities and events that align with the Foundation's mission and values and represent the Foundation positively in external engagements.
- Adhere to all health and safety policies, procedures and regulations to ensure a safe and healthy work environment for yourself and others.
- Conduct all work with integrity and in compliance with relevant laws, regulations and ethical standards. Reporting any concerns regarding potential violations of organisational policies or ethical principles.
- Respect and maintain the confidentiality of sensitive information obtained in the course of performing duties. Adhere to data privacy policies and procedures to protect the privacy and security of the Foundation's data and personal information.

About You:

Qualifications and Experience

- Minimum of 5 years' experience in a relevant partnership management, business development, sales or marketing role.
- Experience in the not-for-profit sector and sound understanding of fundraising is advantageous.

Knowledge and Skills

- Proven track record in developing and implementing successful sales or marketing campaigns, delivering against agreed revenue targets and managing budgets.
- Local knowledge and proven ability to secure and manage strategic partnerships.
- Strong networking and stakeholder engagement skills.
- Experience developing proposals, presentations and reports.
- Highly developed verbal and written communications skills.
- High levels competency with Microsoft Office, Canva
- Experience with CRM databases such as Salesforce desirable.
- Drivers Licence.

Attributes

- Relationship-driven professional with a proven ability to build meaningful partnerships.
- Strategic thinker who enjoys connecting people with purpose and creating lasting impact through strong stakeholder relationships.
- A strategic mindset, with the ability to identify growth opportunities and translate them into tangible results.
- A passion for social justice, community impact and the values of the Give Where You Live Foundation.
- Strong relationship-building skills, with the ability to build trust, engage, influence and inspire a diverse range of stakeholders.
- A proactive and self-motivated approach, with a demonstrated ability to take initiative and follow opportunities through to successful outcomes.
- Excellent organisational and project management skills, with the ability to manage multiple priorities, competing deadlines and complex stakeholder relationships.
- Strong judgement and decision-making skills, with the ability to prioritise effectively and remain focused on achieving objectives.
- A positive, collaborative and solutions-focused attitude, with a willingness to contribute across the organisation where needed.

- Outstanding communication and interpersonal skills, including the confidence to engage with senior business leaders, donors and community partners.
- High levels of emotional intelligence, professionalism and adaptability when working with a broad range of people and situations.
- Creativity and initiative in identifying opportunities, solving problems and improving outcomes.
- The ability to work both independently and as part of a high-performing team.
- A commitment to operating with integrity, discretion and confidentiality in all interactions and communications.

Acknowledgment and Acceptance

I have read, understood and agree to the terms and conditions set out in this Position Description. By signing below, I conform acceptance of these terms and conditions.	
Signature:	
Name:	
Date:	