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Position Description

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| **Position Title** | **Partnerships Lead** (Parental leave 12-month contract) |

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| **Position summary** |
| This role supports the CEO and Management Team to oversee existing and new partnerships, including corporate partners and current sponsored memberships/grant projects.  The Partnerships Lead will manage the day-to-day stewardship and coordination of deliverables for existing and new partnerships, seeking out opportunities to grow relationships.  In collaboration with the CEO and Management Team, the Partnerships Lead will identify, source and secure new partnerships to further the work of the Stephanie Alexander Kitchen Garden Foundation (SAKGF).  This role assists the Communications & Engagement Manager with strategic priorities including devising, implementing and scheduling communications plans for all partnerships to reach joint strategic goals. |

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| **Key activities and goals to achieve** | |
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| 1.0  Lead existing and new partnerships | * Leadership and implementation of partnership-related priorities consistent with the Strategy and Annual Plan in close liaison with CEO and Management Team and cross-organisational business development team. * Support the CEO and Management Team with prospective partner identification and approaches including demonstrated agility to meet changing and emergent priorities. * Potential new partners are researched and identified, in line with SAKGF’s   philosophy, strategic plan and values.   * Foster excellent working relationships with existing and new partners and source new opportunities to expand partnerships for maximal growth. * Manage the day-to-day schedule of deliverables for all partnerships, with direction from the Communications & Engagement Manager. This includes project management of content and activation plans, campaign reporting, partnership reporting, budget management and correspondence. * Effective data management of partnership records are kept up-to-date and tracked. |
| 2.0  Kitchen Garden Program membership expanded (sponsored memberships). | * Develop and implement projects and processes for current and new sponsored memberships. * Coordinate expressions of interest campaigns, with support from the Engagement Team. * Coordinate reporting requirements, with support from the Engagement Team. * Scope new sponsored membership opportunities, including corporate and philanthropic partnerships. |
| 3.0  Management of partner activations. | * Develop and deliver opportunities for partners to experience the Kitchen Garden Program and pleasurable food education. This includes the coordination of school visits, volunteering experiences and team professional development. * Coordinate and maintain a calendar of activations ensuring opportunities are raised, prioritised and pursued in collaboration with the CEO and Management Team. |
| 4.0  Contribute subject matter expertise | * Scope further partnerships that amplify and support SAKGF’s work and values. * Inspire, engage and support partners and sponsored members to ensure best-practice delivery of pleasurable food education. * Contribute to broader business development consistent with strategic objectives. |
| 5.0  Participation and reporting. | * Passion and commitment to SAKGF’s vision is demonstrated. * A positive, can-do, collaborative and adaptive attitude to tasks and team activities is displayed. * Participation in meetings and events is constructive, professional and enthusiastic. * Formulating and documenting processes is standard practice. * Commitment to the integrity, validity, currency and security of all SAKGF’s   information is continuous   * Undertake induction training, participation in community of practice and participation in quality improvement processes. * Provide ongoing feedback to contribute to continuous improvement within the project. * Reports that track progress against strategic and annual financial and non- financial goals are prepared as required. * Participate in SAKGF organisational activities and undertake other duties and opportunities as required by the CEO and Management Team to support the strategic directions of SAKGF. |

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| **Position Specification** |
| **Qualifications/Experience/Knowledge** |
| Essential   * Relevant tertiary qualifications or considerable industry experience in corporate partnerships/sponsorships, community development or engagement, stakeholder management, public health and/or extensive experience in children’s settings. * Excellent communication and critical thinking skills, and ability to create compelling proposals and engaging presentations that champion the work of the Foundation to a diverse range of audiences * Highly developed interpersonal and collaborative skills with a proven ability to build relationships through mutual respect and understanding. * High attention to detail and strong organisational skills, including the ability to work on multiple tasks with competing priorities simultaneously and with autonomy. * Strong knowledge of CRM systems (ideally Salesforce), MS Office suite, Office 365and Adobe suite. * Confidant to host and present in online and in-person meetings including pitches to clients. * A passion for fresh, seasonal, *delicious* food and commitment to the aims of pleasurable food education. * Ability to integrate into SAKGF’s culture. |
| **Special requirements** |
| * This is a parental leave (12 months) position. * Based in Inner Melbourne with hybrid working arrangements. * Remote working arrangements will be considered for the right candidate. Intra-state and interstate travel may be required in the role. * A valid Working with Children Check is required. * A current driver’s license required. |

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| **Key Performance Indicators** |
| Key Performance Indicators (KPIs) are specific measures that demonstrate that outcomes in each key activity have been achieved. KPIs will be negotiated with the individual employee and reviewed annually. |

This is not an exhaustive list of responsibilities or skills. This document is to be used as a guide only and incumbents may be required to complete tasks outside of this Position Description.