

## **PARTNERSHIP AND DEVELOPMENT COORDINATOR**

Time fraction: 0.6 FTE (3 days pw)



### **About Country Needs People**

Country Needs People (CNP) is an independent not-for-profit organisation dedicated to strengthening Indigenous land and sea management. Led by a majority Indigenous board we support Indigenous communities protecting, maintaining, and restoring biodiversity and sustaining, strengthening, and passing on culture on Country.

With a growing network of 48 frontline Indigenous organisational partners and over 100,000 Australian supporters, Country Needs People works to celebrate and strengthen the success of Indigenous Australians working on country for the benefit of all Australians.

We are a small team, with an office in Canberra and staff and contractors working from Canberra and remotely from other places in Australia. We work closely and strategically with Indigenous partners, governments, and other stakeholders to enhance the quantity, quality and security of Indigenous led natural and cultural values land and sea management. We combine:

- strategic, non-partisan advocacy to state and federal governments,
- communications campaigns to build a broad public support base across Australia, and
- collaborative project work and organisational advice and support with and for our Indigenous partners.

### **Overview of role**

CNP doesn't receive any funding from governments and relies solely on private donations for our operations. The Partnership and Development Coordinator works closely with the Chief Executive Officer to foster and develop relationships with funders, looking primarily for opportunities to increase support from philanthropy and major donors as the major focus of the role. They also help the Country Needs People team to engage our supporters in appeals and the bequests program.

### **Duties**

The Partnership and Development Coordinator will:

#### *Philanthropy and major donors*

- Support the CEO to manage relationships with current and prospective philanthropic and major donors
- With the Operations Manager, ensure CNP meets reporting obligations to foundations and donors
- Create and implement individual engagement plans for each donor identified in the program across multiple communication channels
- Undertake research into prospective funders and raise CNP's profile within philanthropy
- Coordinate funder meetings and events

### *Other fundraising*

- Respond to community and business fundraising offers and manage marketing and communications on digital platforms as appropriate
- With the Operations Manager and Communications Manager, implement two fundraising appeals each year to CNP's wider supporter list
- Maintain the bequests program
- Monitor and report on the performance of fundraising initiatives, including small donors and bequests
- Support continued improvement of CNP's fundraising strategy over time
- Other related tasks as necessary

### **Qualities**

We are seeking a person with excellent people and organisational skills who is excited by the prospect of playing a key role in the delivery of CNP's purpose by raising the funds that fuel our work. The ideal candidate:

- is invigorated by CNP's purpose of protecting and preserving the natural environment through Indigenous land and sea management
- is excited to work in a young and developing organisation
- is trustworthy and highly sensitive to the role that trust plays in developing and maintaining relationships with funders and our Indigenous partners
- brings a positive and collaborative personality to tasks with strong interpersonal skills and a willingness to do what's required in a small team.

**Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.**

### **Selection Criteria**

#### **Essential**

- Experience at building trust and positive relationships with key stakeholders
- Excellent organisational, project management and time management skills
- Comfortable with using systems such as Customer Relations Management databases and excel spreadsheets
- Experience analysing and using data to drive their approach
- Excellent verbal and written skills

#### **Desirable**

- Experience managing successful and productive relationships with major donors and philanthropy
- Understands the role of imagery, story and sensitivity in communicating funding needs and value of CNP's work.
- Experience in a campaign-led organisation where fundraising and philanthropy is an important source of revenue
- Understanding nature conservation

### **Employment terms**

- This role is ongoing subject to a six month probation period.
- This role will preferably be filled as a 0.6 FTE position (3 days pw).

- Terms and conditions are based on the Social, Community, Home Care and Disability Services Industry Award. Above Award salary can be negotiated for candidates with strong experience in essential and desirable selection criteria.
- Plus superannuation as per statutory requirements.
- The role reports to the Operations Manager.
- There is a preference for this role to be undertaken in our office in Canberra City, however other offsite options will also be considered. Moving allowance can be negotiated.

### **How to apply:**

Within two pages, applicants should outline the extent to which they satisfy the essential skills required and desirable attributes, using examples where relevant. In addition, applicants should include a brief cover letter and a current CV. The applicant should also be able to supply two current referees we can contact.

*\* The preferred file format for applications is one compiled pdf document. We will reply to all applicants and keep them informed of the status of their application.*

We will be commencing shortlisting for this role immediately. Applications will be closed once a suitable applicant has been identified so **please get your application in ASAP.**

Please send applications to Indra Esguerra at [indra@countryneedspeople.org.au](mailto:indra@countryneedspeople.org.au). If you wish to inquire further about the position, please contact Indra on 0402 486 647.