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| Position Title: | Corporate Partnerships Manager |
| Team: | Fundraising |
| Reports To: | Head of Fundraising and Partnerships |
| Direct Reports: | Partnerships Coordinator |
| Position Type: | Full time or Part time |
| Required Hours: | 30.4 to 38 hours per week (0.8 to 1.0 FTE) |
| Location: | Sydney, Melbourne (remote) or Brisbane (GIVIT Head Office, Milton) |
| SCHADS Pay Level: | Level 5 |
| Effective Date: | December 2025 |

POSITION SUMMARY

Reporting to the Head of Fundraising and Partnerships, the Corporate Partnerships Manager drives strategic, sustainable and mutually beneficial relationships with corporate partners.

Working closely with the Partnerships Coordinator and cross functional teams, this role identifies prospects, secures high value partnerships and ensures partners objectives are met while maximising retention & growth.

The position leads all aspects of partnership acquisition and management – including prospecting & proposals to contracts and delivery. You will also represent the organisation at industry & stakeholder events.

The role may require out of hours and weekend commitments particularly during times of natural disasters. Interstate travel will also be required.

RESPONSIBILITIES

Business Development

- Deliver financial targets as defined in Corporate Partnerships Strategy
- Identifying and researching prospects to grow partnership pipeline and revenue
- Developing compelling proposals that align with GIVIT's needs and partner Social Responsibility goals
- Establishing new, sustainable partnerships, with recurring and multi-year commitments
- Maximise partner support via workplace giving, fundraising events, cause related marketing, in-kind support and skilled volunteering opportunities
- Preparing and managing contracts for partners in collaboration with Leadership Team and legal stakeholders

Relationship Management

- Strengthening existing partnerships to maximise both financial and in-kind support
- Managing partner logistics, communications and events
- Deliver timely communications, including acquittals, reports, impact content/stories and presentations



- Working with Marketing team to deliver assets and deliverables (socials posts, videos, internal communications, web stories, etc) in line with agreements
- Maintain accurate records in Raiser's Edge NXT CRM and OneDrive

SKILLS AND KNOWLEDGE

Personal

- Excellent work ethic, confidentiality and integrity
- Strong critical decision making abilities
- Outstanding attention to detail and time management skills
- Communicates effectively, both verbal and written, to diverse range of stakeholders
- Ability to work under pressure and effectively in a dynamic, fast paced work
- Proactively approaches and resolves conflict and seeks support/advice where necessary
- Skilled in negotiation and influencing securing agreements that are mutually beneficial.

Business Skills

- Tertiary qualified in fundraising, marketing or communications is desirable.
- Demonstrated success in relationship management, building and maintaining corporate partners, sponsors and stakeholders.
- Knowledge of fundraising principles, philanthropic giving and sponsorships.
- Proven track record of securing partnerships and significant gifts
- Strong commercial acumen with ability to deliver on time and within budget
- Continually monitors and identifies trends and patterns in order to mitigate risks, explore opportunities or continually improve organisational and operational performances that will grow and protect GIVIT into the future.

Leadership/Management

- Actively leads and delivers on the strategic and operational plans of the organisation
- Builds and maintains professional relationships with all stakeholders
- Works collaboratively across teams to build long-lasting relationships to achieve shared goals
- Role model behaviours that demonstrate a high level of performance and integrity
- Works with stakeholders and colleagues to service their needs with the most appropriate solutions, services or products

GIVIT Specific

- Adheres to GIVIT's policies, procedures and practices
- Continually works towards adding value to stakeholders
- Actively participate in GIVIT team meetings and communications

How to apply

Apply via the seek link with your Resume and a cover letter demonstrating your suitability. Shortlisting will commence Monday 15 December 2025.

If you have any questions, please email questions to hr@givit.org.au.