



Position Description

Position Title	Partnerships Manager				
Branch / Unit	Campaigns (Hospitality), fundraising, events, sponsorship, donors				
Classification		Employment Status	Ongoing	FTE	Flexi
Salary	Negotiable				
Position reports to	Chief Operations and Fundraising				
Location	Melbourne, 105-115 Dover st Cremorne VIC				
Position Contact	Geoff Hills COFO 0428 909 097 / geoff@streetsmartaustralia.org				

ORGANISATION ENVIRONMENT

Since our inception in 2003, our small team is proud to have raised and distributed close to \$7.5 million to over 700 homeless charities. This is largely part due to the amazing support from the hospitality, our founding campaign/s.

The charities StreetSmart support struggle for financial support and a community voice. The grassroots community groups and projects provide critical assistance to vulnerable and at-risk people. Without them, many thousands of Australians would miss out on basic, yet essential services (food, clothing, shelter, hygiene). We hope to help make sustainable change.

StreetSmart Australia's core work cover several areas within the not for profit sector:

- Community campaigns – inspiring the community to help support grassroots organisations, through - CafeSmart, DineSmart, SmartMeals SleepSafe, StreetSmart monthly projects, SmartCare, matched giving, peer to peer and digital and lots more!
- Education and awareness – creating awareness and advocacy for community partners in both regional and metropolitan regions across Australia
- Collaborate with community and commercial stakeholders to apply both innovative and efficient fundraising methods

The goal over the next two years is to further engage with our hospitality network, growing our already industry recognised and supported initiatives, linking in key personalities and brands to help build the social, local impact.

StreetSmart Australia currently comprises of the following structure:

- Operations/Fundraising/Partnerships – Chief of Operations and Fundraising Officer
- Impact/Community – Chief of Impact
- Technology, Systems and Digital – Technology lead

- Communications, Digital/Social, Campaign Management – Community Manager
- **Hospitality, restaurant, café, events and campaigns whiz - Partnerships Manager**

StreetSmart Australia is an Equal Opportunity Employer. Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQIA+ people, and culturally and linguistically diverse people are strongly encouraged to apply.

ORGANISATIONAL VALUES

Integrity

An honest and reliable approach in dealing with others and conducts themselves both in a professional and ethical sense.

Courage

Stepping outside of your comfort zone and accepts responsibilities for their own actions

Resilience

Prepared to 'go the extra mile' and be motivated for organisational success

Respect

Values the contribution and diversity of others

ROLE PURPOSE

The Partnerships Manager is the go-to person for all venue partners – activating and implementing our industry recognised events and campaigns. You will also have strategic meetings within industry, leading the digital donor methodologies both in venue/online menus and online ordering systems, sharing insights and best practices, with the success of staff and community engagement in mind.

Building and expanding the supporter base, including sponsorships and corporate partnerships is a priority - connecting more venues, industry contacts and diners to the initiatives.

It is a rewarding role when working alongside the hospitality industry and aligned sectors, seeing direct community impact, as well as social well-being within the industry.

A challenging role working with many different types of personalities, brands and communities- both regional and metropolitan areas, in a national capacity.

KEY ACCOUNTABILITIES	KEY ACTIVITIES
Growth	<ul style="list-style-type: none"> • Lead the donor and fundraising strategic plan, aiming to grow our existing and new donor base within StreetSmart’s hospitality campaigns • Building the supporter base, liaising with key industry personalities, linking industry to StreetSmart’s hospitality campaigns • Work closely with Community Manager and Tech Lead on digital integration donor methodology, strategies and activations • Research and proposal writing for funding/grant opportunities • Research, test, try and report on new initiatives, approaches in working with donor groups and securing new audiences
Activate	<ul style="list-style-type: none"> • Working to give hospitality venues the ultimate experience with our events/campaigns; ensuring they are set up to hit the ground running, and always have someone to lean on • Key account management and liaison between StreetSmart and sponsorship activations, campaigns and events • Plan and oversee coordination of donor engagement campaigns, events and activities • Engagement with stakeholders aligned with each campaign; identifying new or leveraged opportunities • Participate in the broader fundraising projects with the StreetSmart team, to help implement and deliver our annual campaign/s, as required
Quality / Compliance	<ul style="list-style-type: none"> • Support the Chief of Operations and Fundraising in reporting and developing the fundraising budget • Manage storage systems and platforms (eg: Dropbox / G Drive) • Salesforce reporting and data management • Ensure fundraising is under State compliance – (Fundraising Authority) • Participants, donors, ambassadors and project partners are informed with accurate, compliant and ethical content • Seek ways to improve our team and processes, to help up deliver a better experience and see more people across Australia engaged with StreetSmart’s hospitality movement

KEY SELECTION CRITERIA
Criteria 1 : Professional skills, experience and/or qualifications relating to hospitality, coffee, restaurant, cafe
Criteria 2 : Social, community impact awareness; understanding and/or passion for social impact
Criteria 3 : Experience in story-telling skills (eg: persuasive, sales, influence, inspire)
Criteria 4 : ‘Creativity and innovation’; ideas and innovative mindset, entrepreneurial
Criteria 5: Excellent speaking, presentation and interpersonal skills; engaging with hospitality personalities

Approval Name (COFO)	Signature / Date	Approval Name (Partnerships Manager)	Signature / Date