

## POSITION DESCRIPTION

<b>Job title:</b>	Partnership Development Manager
<b>Reporting to:</b>	Chief Operating Officer
<b>Classification level:</b>	RA Level 5
<b>Remuneration:</b>	\$115,000 – \$125,000 + superannuation
<b>Term:</b>	Permanent
<b>Location:</b>	Sydney (preferred), remote/hybrid considered
<b>Reviewed:</b>	January 2026

### ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

### POSITION PURPOSE

The Partnership Development Manager is responsible for strategic leadership of Reconciliation Australia's partner engagement, driving deeper collaboration and revenue diversification. Working closely with the CEO, COO and Senior Executive Team, this role develops and implements the organisation's partnership strategy, defining priority partners across community, philanthropic, and corporate sectors, and establishing clear criteria for pursuing opportunities that advance organisational sustainability and impact.

### DUTIES

Partnership Strategy Development & Implementation	<ul style="list-style-type: none"> <li>• Lead development and implementation of RA's partnership strategy, defining priority partner segments across community, philanthropic and corporate sectors</li> <li>• Establish frameworks and criteria for evaluating partnership opportunities against strategic fit, revenue potential, organisational priorities and capacity</li> <li>• Design and maintain partnership pipeline management systems, processes and reporting mechanisms</li> <li>• Conduct regular strategy reviews with CEO and COO to assess effectiveness, track progress and adjust approach</li> <li>• Develop annual partnership plans with clear targets, milestones and resource requirements</li> </ul>
Partner Engagement & Relationship Management	<ul style="list-style-type: none"> <li>• Own and manage strategic partner relationships, serving as primary relationship manager for key partnerships</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and execute targeted engagement plans for priority partner segments</li> <li>• Lead partnership negotiations and agreement development in collaboration with CEO and COO</li> <li>• Coordinate with program teams to ensure clear alignment between partnership strategy and program delivery</li> <li>• Represent RA at relevant forums, events and networks to build partnership profile and identify opportunities</li> </ul>
Revenue Diversification & Growth	<ul style="list-style-type: none"> <li>• Drive revenue diversification through identification and pursuit of new funding sources across philanthropic, corporate and government sectors</li> <li>• Manage grant application and proposal development processes for strategic partnerships, ensuring high-quality submissions aligned with organisational priorities</li> <li>• Set and deliver against annual partnership revenue targets in collaboration with COO</li> <li>• Track and report on partnership revenue contribution, pipeline health and conversion rates</li> <li>• Review and enhance existing funding processes to improve efficiency and success rates</li> </ul>
Strategic Leadership & Organisational Coordination	<ul style="list-style-type: none"> <li>• Provide strategic advice to CEO, COO and Senior Executive Team on partnership opportunities, risks and strategic direction</li> <li>• Prepare board reports and briefings on partnership strategy implementation, outcomes and financial performance</li> <li>• Lead development of partnership-related materials, presentations and campaigns in collaboration with Communications and Engagement team</li> <li>• Manage performance and professional development of Senior Officer, Partnerships</li> <li>• Foster cross-functional collaboration to ensure partnership strategy supports and enhances program delivery</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Undertake other tasks and roles as directed by the Chief Executive Officer and Chief Operations Officer.</li> </ul>

## **SELECTION CRITERIA**

### **Essential:**

1. Demonstrated commitment and willingness to learn about reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.
2. At least 5-7 years demonstrated experience in partnership development, fundraising or revenue generation, with proven track record of securing funding from philanthropic, corporate or government sources.
3. Demonstrated experience working with Aboriginal and Torres Strait Islander organisations, community organisations, or in nonprofit contexts, with proven ability to build trust and navigate complex stakeholder relationships.
4. Proven ability to manage complex projects and multiple priorities with minimal supervision, delivering results against targets and timelines.
5. Strong stakeholder engagement and relationship management skills, with demonstrated ability to build and maintain strategic relationships at senior executive and board levels, and genuine enjoyment of working with diverse partners.
6. Strategic and analytical thinking skills, with ability to prepare and interpret partnership strategies, assess opportunities and risks, and make sound judgments about partnership fit and potential.
7. Excellent written and verbal communication skills, with ability to produce compelling proposals, reports and presentations that demonstrate keen judgment and analysis, calibrated for diverse audiences including funders, partners and boards.
8. Demonstrated successful outcomes delivering partnership or revenue projects with senior executives, including ability to navigate complex stakeholder relationships and competing priorities.
9. Experience using CRM systems, project management tools and data tracking to manage partnership pipelines and report on outcomes.

### **Desirable:**

1. Experience working directly with Aboriginal and Torres Strait Islander communities, leaders and senior stakeholders.
2. Direct experience with Reconciliation Action Plans (RAPs) or other Reconciliation Australia programs.
3. Tertiary qualifications in relevant discipline (business, nonprofit management, fundraising, communications or related field).