



Positive environmental actions, for everyone.

JOB DESCRIPTION

Role:	Partnerships Manager/Paper Program Manager
Manager:	Head of Partnerships
Direct Reports:	None
Location:	Sydney
Hours:	37.5 hours per week (12-month Parental Leave replacement)

PARTNERSHIPS MANAGER

AIM

The aim of the Partnerships Manager role is to:

- Assist the Head of Partnerships in developing and maintaining all areas of existing and new business to help grow Planet Ark's financial capacity

OBJECTIVES

The objectives of the role are to:

- Lead key account management as directed by the Head of Partnerships
- Develop and maintain strong relationships with current business accounts
- Work with all areas of the business to ensure all contract deliverables are implemented
- Seek opportunities to add extra value to current business accounts

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Lead and key point of contact for all business accounts
2. Create sales proposals and pitch to new clients
3. Strengthen relationships with existing businesses through effective and frequent communication
4. Work with relevant functional areas of the business to ideate and develop appropriate business solutions for new and existing accounts
5. Work with IT, Information Centre, Communications and Campaigns teams to ensure the timely and successful delivery of our sponsorship and partnership deliverables
6. Report key performance metrics to business accounts for the purpose of effective account management
7. Work with Executive team to resolve challenging client requests or issue escalations as needed

WORKING RELATIONSHIPS:

INTERNAL	EXTERNAL
Partnerships Team	Partners
Campaigns Teams	Sponsors
IT Team	Licensees
Information Centre Team	Donors
Communications Team	Prospective clients
Research Team	Government
Executive Team	Schools

PAPER PROGRAM MANAGER

AIM

The aim of the Paper Program Manager role is to:

- Manage all aspects of the Make It Australian Recycled partnership
- Manage all aspects of the Planet Ark Paper brand

OBJECTIVES

The objectives of the role are to:

- Increase paper recycling rates in Australia with decreased contamination levels
- Increase product awareness and trial of Planet Ark Paper and other Australian made, recycled paper with all copy paper customers
- Increase awareness of the environmental benefits of choosing Australian made, recycled paper
- Meet and exceed sales targets for Planet Ark Paper

PRINCIPAL DUTIES & RESPONSIBILITIES

- Liaise with the Campaigns and Communication Teams to develop and execute communications around paper recycling and the importance of choosing recycled paper
- Seek out opportunities to drive Planet Ark Paper sales through existing and new business contacts
- Liaise with partner OPAL to ensure effective coordination of partnership strategy, marketing and financials

WORKING RELATIONSHIPS:

INTERNAL	EXTERNAL
Executive Team	OPAL
Research Team	Media
IT Team	Corporate and government sector
IC Team	Community and environment groups
Communications Team	Service providers – printers, designers
Executive Team	Office paper resellers

ESSENTIAL SELECTION CRITERIA

1. Must be an energetic self-starter, with a strong goal-driven desire to succeed
2. Formal qualifications in marketing/public relations or equivalent industry experience
3. Demonstrated success in a marketing/sales and/or business development role
4. Demonstrated ability to develop positive and enduring relationships with stakeholders including partners and sponsors
5. Excellent verbal, written, presentation and PowerPoint skills
6. Strong interpersonal skills and a demonstrated capacity for relationship management and diplomacy
7. Strong time management skills with proven ability to manage several projects at once, to prioritise work and to work under pressure to meet tight timeframes
8. Computer literate with demonstrated ability in generic computer packages such as Microsoft Office, and familiarity with databases and social networking platforms
9. A demonstrated personal alignment with Planet Ark's mission and values

DESIRABLE CRITERIA

1. Knowledge of and interest in environmental issues