



Positive environmental actions, for everyone.

Job Description

Role:	Partnerships Manager
Manager:	Head of Partnerships
Direct Reports:	None
Location:	Sydney
Hours:	37.5 hours per week
Date:	November 2023

FUNCTION & PURPOSE

- Assist the Head of Partnerships in developing and maintaining all areas of new business to help grow Planet Ark's financial and strategic capacity
- Seek opportunities to generate new revenue streams for Planet Ark
- Develop and maintain strong relationships with new businesses and donors

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Lead SME new business acquisition, identifying new business opportunities and working with relevant functional areas of the business to ideate and develop appropriate business solutions
2. Lead donation strategy and execution, working with relevant functional areas of the business as well as external companies we are affiliated with.
3. Be a key point of contact for approaches to Planet Ark for collaboration or partnership
4. Create sales proposals and pitch to new clients
5. Support the head of partnerships with new business as necessary
6. Take custody of presentation assets ensuring continuity across all decks.
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 and donor programmes
Communications Team	Prospective clients
Research Team	Government
Executive Team	Schools

ESSENTIAL SELECTION CRITERIA

1. Must be an energetic self-starter, with a strong goal-driven desire to succeed
2. Formal qualifications in business development/strategy or equivalent industry experience highly valued
3. Demonstrated success in a marketing/sales and/or business development role through full sales lifecycle
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, both online and in person
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. A demonstrated personal alignment with Planet Ark's mission and values

DESIRABLE CRITERIA

1. Knowledge of and interest in environmental issues
2. Use of CRM programmes