

POSITION DESCRIPTION
Partnership Development Manager

Position Title	Partnership Development Manager
Type	12-month full-time contract with potential for extension
Fraction	1.0 FTE (38 hours)
Days, hours	Monday to Friday
Location	Abbotsford Convent, Abbotsford
Reporting to	Head of External Relations
Direct Reports	None

Role and Responsibilities

The Partnership Development Manager role is a newly created position that reports to the Head of External Relations. This role is an exciting opportunity for an experienced Partnership Development Manager to shape, develop and grow a partnership portfolio at Wildlife Victoria. As part of a small External Relations team, the Partnership Development Manager will build and deliver strong partnerships in line with Wildlife Victoria's mission to help and protect wildlife through emergency rescue and rehabilitation, education, and advocacy, and to mutual benefit.

This is a 12-month full-time contract with potential for extension.

Key accountabilities:

- Build and deliver a strong partnership portfolio plan for Wildlife Victoria
- Research, identify and cultivate new partnership opportunities and manage a strong pipeline of future prospects
- Develop innovative partnerships and agreements securing financial and in-kind support
- Prepare and present campaigns, proposals and partnership offerings
- Oversee monthly reporting and present key updates at team meetings
- Work within the External Relations team to organise events and engagement for corporate partners, workplace givers and prospects in line with the partnership plan
- Work with the External Relations team to create appropriate partnership facing print and digital marketing communications, including appeals, campaigns and acknowledgement agreements with partners
- Work with Head of External Relations to develop and implement financial forecasts, budgets and deliverables

Selection Criteria

Essential:

- An interest in wildlife and animal welfare issues
- Minimum 3 years' relevant experience in a corporate partnership development role
- Demonstrated ability to build and deliver a strong partnership portfolio to mutual benefit
- Excellent written & verbal communication and stakeholder management skills
- Highly organised, adaptable, reliable, efficient & detail orientated
- Demonstrated financial management and planning skills
- A team player who thrives in a collaborative and supportive team environment

Desirable:

- Experience with Salesforce Customer Relationship Management Software
- Tertiary qualifications in business, marketing, media, or communications
- Graphic design skills

About Wildlife Victoria

Wildlife Victoria is a not-for-profit organisation that has provided Victoria with a statewide wildlife emergency response service since 1989.

Wildlife Victoria's 24/7 Emergency Response Service responds to calls for help for wildlife from members of the public via an emergency phone and online reporting system. In 2023, Wildlife Victoria responded to over 130,000 calls for help for sick, injured, and orphaned native wildlife and assisted 86,658 animals across 452 species.

When members of the public contact Wildlife Victoria about a sick, injured, or orphaned native animal, Emergency Response Operators provide real time advice and, in most instances, arrange for a trained volunteer to attend to the animal. Wildlife Victoria works hard to ensure the best possible outcome for each and every native animal.

With a statewide network of close to 1,500 trained wildlife rescue and transport volunteers, wildlife rehabilitators, and in field wildlife veterinarians and veterinary nurses, Wildlife Victoria offers an end-to-end wildlife emergency response service to the Victorian public at no cost.

Wildlife Victoria is experiencing a consistent year-on-year increase in demand for services with the primary demand drivers – climate change, habitat destruction and urbanisation – all impacting the State's wildlife adversely. Public concern for wildlife and biodiversity has been amplified since the 2019/2020 Black Summer bushfires and the Victorian public is demanding action from all levels of government to address the issue.

In addition to the Emergency Response Service, Wildlife Victoria helps wildlife by providing people with the knowledge and skills they need for peaceful and positive co-existence with wildlife, and by facilitating positive community attitudes toward wildlife.