



Position Description:
Partnerships & Engagement
Coordinator

Employment Type: Full time, 1.0 EFT, Fixed term contract

Duration: 21 February 2022 – 30 June 2023

Reports to: CEO, Transparency International Australia

Line reports: N/A

Remuneration Package: AUD 81,818.18, plus statutory superannuation

Location: Melbourne, Australia

Overview

Transparency International Australia (TI Australia), the Australian chapter of the world's leading non-governmental anti-corruption movement, is seeking a full time **Partnerships and Engagement Coordinator** located in **Melbourne, Australia**. The role requires a highly skilled and well organised individual with demonstrated experience in developing and maintaining corporate and donor relationships. The successful candidate will be highly motivated, with outstanding communication skills, able to work in a small team, and willing to take on a diverse range of responsibilities. Experience working in the not-for-profit sector would be advantageous.

Organisational Context

Transparency International (TI) is a global movement, composed of more than 100 national chapters worldwide and an International Secretariat in Berlin, Germany. We are united by our shared vision: a world in which government, business, civil society and the daily lives of people are free of corruption. For more than 20 years, TI has played a leading global role in combatting corruption, which is widely recognised to be a serious impediment to economic development and a destabilising social force.

TI Australia has operated as an accredited TI national chapter since 1995. We are focused on tackling corruption, and on the ways Government and Australian-based companies and institutions can address corruption issues both in Australia and abroad.

The Role

The **Partnerships and Engagement Coordinator** will be responsible for developing and maintaining corporate and donor relationships and strengthening the corporate membership base and fundraising of TI Australia.

The **Partnerships and Engagement Coordinator** will report to the CEO and will have no direct line reports but will be required to collaborate with other team members, and contracted service providers.

You will be a highly organised and self-motivated individual who has previous experience in developing corporate relationships and identifying sources of funding. You will have experience liaising with key donors and preparing concept notes. You will have strong communication and

administration skills, and demonstrated experience in maintaining relationship management databases. Crucial to your success in this role will be your ability to show initiative and prioritise your workload.

This is a unique and exciting opportunity to help in the fight against corruption; while directly contributing to TI Australia's strategic development.

Key Duties

Working with the CEO and the TI Australia staff team the **Partnerships and Engagement Coordinator** will:

- Maintain and strengthen relationships with existing corporate members;
- Identify and proactively pursue new corporate relationships;
- Develop goals, action plans and events for strengthening and maintaining relationships with existing donors and corporate members;
- Invoicing and membership renewals as required;
- Review and further develop materials for use in membership recruitment;
- Maintain donor and corporate engagement databases/records with correspondence and communications using Office 365, Salesforce, and Xero as required.
- Research, identify, map and assess funding opportunities and prospects, including relevant upcoming calls for proposals both in Australia and globally;
- Develop highly competitive grant concept notes and proposals;
- Assist with managing grant reporting process to ensure reporting requirements, grant deliverables, and project milestones are met and communicated with funders in a timely manner;
- Advise and support staff in preparing and reviewing documentation and other material to be used for engagement with stakeholders and for events;
- Assist in setting the annual membership budget, and monitoring progress against this;
- Provide reports on corporate engagement and fundraising for Board and Committee meetings.

Key Competencies

Working with the CEO and the TI Australia staff team the **Partnerships and Engagement Coordinator** will:

- Have relevant tertiary or professional qualifications in business development, communications, fundraising, administration, or other relevant fields;
- Have five years of direct relevant work experience in the public, private or not-for-profit sectors;
- Demonstrated experience establishing meaningful relationships with the private sector, including securing funding;
- Proven experience in building partnerships and managing relationships with large institutional and foundation donors;
- Experience and an in-depth understanding of donor funding procedures, rules and regulations;
- Demonstrated experience in securing six and/or seven figure multi-year grants;

- Strong interpersonal and communication skills and the ability to engage with a wide range of stakeholders, including through correspondence, at events and meetings;
- Excellent administrative, IT and organisational skills, including experience using Office 365 and Microsoft Excel, Salesforce and Xero.
- Experience engaging or working with or within civil society organisations, and a sound understanding of their role in advocating for change (preferable).

Personal characteristics

The **Partnerships and Engagement Coordinator** will demonstrate the following qualities:

- Able to work proactively, collaboratively and flexibly;
- Well organised and able to prioritise and meet deadlines;
- Attention to detail and sense of pride and responsibility for your work;
- Ability to problem-solve and work in a fast-paced environment;
- Energy, drive, and focus, and the capacity to flourish when responding to competing demands;
- Values others and respects difference; and
- Committed to transparency and anti-corruption and motivated by the challenge and opportunity of making a positive difference by combatting corruption both in Australia and around the world.

Further Information

The successful candidate will be offered a full-time 1.0 FTE contract to the 30 June 2023 (subject to funding and a successful probation). The successful candidate will be offered a salary of AUD 81,818.18, plus statutory superannuation.

The successful candidate would ideally start work 21 February 2022. **The position is based in Melbourne, Australia.** Hybrid working arrangements are available. The position may require interstate travel.

Applications, including a **Curriculum Vitae, and a letter of motivation clearly addressing the required competencies**, should be sent by email to:

Serena Lillywhite, CEO TI Australia, E: info@transparency.org.au using the subject line: Partnerships and Engagement Coordinator – Transparency International Australia.

Three referees will be required.

The **deadline for applications is Wednesday 2 February 2022, 11.59 pm.** Only shortlisted candidates will be notified. Interviews will be conducted the 17- 21 January 2022.

TI Australia is an equal opportunity employer.

For **more information on the work of Transparency International** please visit:

www.transparency.org.au and www.transparency.org