

Partnerships & Philanthropy Relationship Manager

Position Description

Reporting to:	Head of Partnerships	Work location:	Melbourne
Department:	Supporter Engagement	Budget holder:	No
Team:	Corporate Partnerships	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

Save the Children Australia's Corporate Partnerships and Philanthropy teams are responsible for the effective management and growth of relationships with corporate partners, major donors, trusts, and foundations. Working collaboratively across these teams, the Partnerships & Philanthropy Relationship Manager will oversee a portfolio of corporate partners and major donors in our annual giving program, Partners for Good.

Through strategic partner acquisition, thoughtful stewardship of the donor pipeline, and strong relationship management, the Relationship Manager will secure gifts to Save the Children's Partners for Good program. Their focus will be on delivering an exceptional supporter experience that fosters long-term engagement and increases the value of these relationships over time.

This role is pivotal in securing critical funds via a robust acquisition and retention strategy. The Relationship Manager will also be responsible for managing messaging and communications in alignment with the agreed communications approach, while monitoring market performance and supporter feedback to continuously refine and enhance the product proposition.

The ideal candidate will bring at least three years of experience in donor acquisition and client management within an NGO or purpose-driven organisation and will be motivated by the opportunity to contribute meaningfully to social impact. Experience in corporate partnerships, philanthropy, or mass fundraising—particularly where strategic relationship management is conducted at scale—is highly desirable.

This is a 12-month fixed-term parental leave cover role.

Here your skills will be valued

Role requirements

Commercial delivery

- Deliver and exceed financial targets for the Partner for Good program.
- Grow and manage a robust pipeline of major donors and corporate partners.
- Create compelling cultivation and solicitation materials to increase annual donor contributions.
- Collaborate with Relationship Managers to convert warm leads into donors.

Unrestricted Product management

- Co-lead the strategy and execution of the product acquisition and engagement.
- Develop and implement an annual engagement calendar including events, communications, and donor outreach.
- Guide the team coordinator in delivering marketing communications aligned with donor engagement goals.

- Represent the program at events and lead donor engagement activities.
- Maintain proactive donor contact aligned with agreed schedules.
- Continuously improve messaging, promotion, and management of the unrestricted product.
- Track and report performance against milestones to ensure strategic alignment.

Communication and relationship management

- Manage a portfolio of major donors and corporate partners through strategic, personalized communication.
- Serve as the primary contact for partners and donors, fostering long-term relationships.
- Collaborate with the Partnerships and Philanthropy team to ensure donor insights and strategies are shared effectively.
- Build strong internal partnerships across Save the Children to support income delivery and enhance donor experience.

Reporting and administration

- Maintain comprehensive and accurate donor records, including preferences, interactions, and stewardship plans.
- Partner with Finance to ensure precise tracking of gifts, commitments, and fund allocation.
- Prepare timely reports on donor relationships, income performance, and program outcomes.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Demonstrated successful experience in managing supporter relationships in the corporate or major donors' space and developing new business.
- Proven experience in budget/financial management
- Excellent verbal and written communication skills, including the ability to present and deliver information in a compelling, clear and confident manner.
- Excellent relationship management, negotiation and interpersonal skills.

- Success in developing cultivation and solicitation strategies.
- High competency with the MS Office suite of programs, including PowerPoint and CRM management.

Required qualifications and/or accreditations.

- Relevant tertiary qualification/s or equivalent experience

Core competencies required

- Leading and inspiring others
- Influences others positively to achieve team goals with a positive 'can do' attitude.
- Delivering results
- Pursues opportunities managing the risks and uncertainty to enable the organisation to achieve more for children.
- Aligns ideas and solutions to strategic imperatives to support the delivery of our long-term strategic objectives.
- Problem solving and decision making.
- Gathers the right information and uses critical thinking to make effective and timely decisions.
- Knows when to involve others in a decision.
- Communicating with impact
- Conveys complex issues with clarity brevity and confidence.
- Ensures communications and presentations are concise and well-structured strategically.
- Innovation
- Openly talks about doing things differently, pushing boundaries.
- Thinks creatively, seeks out and applies successful ideas from others to overcome challenges.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** Some required

Working with Children Check: Required **Assets:** Laptop