




# SYDNEY DOGS & CATS HOME

 442-446 LIVERPOOL ROAD, SOUTH STRATHFIELD NSW 2136  
 02 9587 9611

 SYDNEYDOGSANDCATSHOME.ORG  
 INFO@SYDNEYDOGSANDCATSHOME.ORG

 ABN: 16 943 464 585  
 CFN: 16738

## Position Description

<b>Position Description Job Title</b>	Partnership Coordinator
<b>Responsible for:</b>	Partner engagement and revenue growth
<b>Role Type:</b>	Full-time 37.5 hours per week
<b>Location</b>	Work from home and SDCH site locations, community and partners visits across Sydney as required
<b>Staff member of:</b>	Fundraising & Marketing team
<b>Reports to</b>	Head of Fundraising & Marketing
<b>Direct reports</b>	None
<b>Works closely and in collaboration with</b>	Fundraising & Events Coordinator
<b>Date</b>	April 2023
<b>Review Date</b>	January 2024
<b>Role additional:</b>	1 x RDO month, Mobile Phone Allowance, Travel Reimbursement, PBI Employer Salary Packaging, Access EAP, plus SDCH vet, behaviour services and retail discounts.
<b>Position summary:</b> <p>The aim of this role is to create, develop and implement corporate and community partnerships to support the mission of Sydney Dogs &amp; Cats Home.</p>	
<b>Main responsibilities:</b> <ul style="list-style-type: none"><li>• Engage and manage relationships with corporate and community partners</li><li>• Managing the Corporate snuggles program and organise and attend these Snuggle events offsite</li><li>• Work with Head of Fundraising and Marketing to manage the partnerships cycle from identifying new businesses, prospecting, relationship development through to pitching</li><li>• Partnerships communications and correspondence, including emails, proposals and impact reporting</li><li>• Work with Head of Fundraising and Marketing on a variety of corporate partnership opportunities, such as workplace giving, sponsorship, cause related marketing opportunities and others</li><li>• Assist with Community Partner events such as Bark in the Park, The Pet Show, Dog Lovers Show</li></ul>	

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- Assist with securing partnerships for events
- Maintain an up-to-date stakeholder/partner database on Salesforce and set up and run reports as requested.
- Assist with partnership-related content creation (including but not limited to marketing, images, graphics, and physical assets etc).
- Representation of SDCH at community events as required.
- Recruitment, training, induction, and supervision of all volunteers who support partnership related events.
- Admin duties and assisting other team members as required

## Reporting responsibilities:

The Partnerships Coordinator is responsible for regularly reporting on all:

- Partnerships reports monthly.
- Partnerships related analytics and engagement stats etc.
- Partnerships-related financial income and expenses reports monthly.

## Secondary responsibilities:

The Partnerships Coordinator is personally responsible for ensuring that they:

- Keep abreast of current and emerging trends in partnerships and fundraising.
- Maintain currency of knowledge of appropriate designated software and related technology required to complete the positions descriptions responsibilities within the workplace.
- Promote the culture, values, vision and mission of Sydney Dogs & Cats Home.
- Follow the Staff Handbook, Code of Conduct and WHS rules and regulations, and all policies and procedures as required.
- Action any reasonable additional responsibilities as requested by the Head of Fundraising & Marketing, General Manager, and the Leadership Team.

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## Role contacts:

**Internal contacts:** Head of Fundraising & Marketing, Marketing & Fundraising Coordinator, General Manager, Leadership Team members, Animal Care Team, Vet Team, full-time, contract and casual staff members, volunteers, members, board members.

**External contacts:**, corporate and community partners, donors, volunteers, technical and digital support suppliers

## Skills and Experiences

- 3 years' experience in partnerships
- A self-starter, passionate about expanding partnerships with SDCH
- Exceptional written and verbal communication and negotiation skills
- Ability to work collaboratively
- Not for profit experience favourable
- Experience with Salesforce favourable
- Exceptional organisational and planning skills