

Annexure 1 – Position Profile

Designation:	Partnerships Officer
Reporting to:	Manager Partnerships
Supervising:	Nil
Based:	AWC Offices (Perth, Melbourne, Sydney, Cairns, Alice Springs, Mildura, Narrabri, Broome) or Remote

Organisational context:

Australian Wildlife Conservancy is one of the world's largest conservation organisations, delivering and influencing effective conservation across more than 12.9 million hectares in iconic regions such as the Kimberley, Cape York, Kati Thanda-Lake Eyre and the Top End.

AWC's mission – to deliver effective conservation for all native animal species and their habitats – is achieved by:

- **Operations** – delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** – delivering a nationally-coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Development** – mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other.

Values of AWC:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- **Respectful** – demonstrating care, recognition and integrity
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Accountable** – taking ownership of our actions and outcomes
- **Sustainable** – delivering long-term financial and ecological viability

The Partnerships Officer plays a critical role in AWC's Partnerships Team which is responsible for Corporate Engagement and Grants (Government and Philanthropic). The position is responsible for

project coordination of active corporate partners, philanthropic and government grants, including contract administration, writing acquittal reports, reviewing budgets and preparing internal reports. The Partnerships Officer also conducts research to identify new opportunities and assists the team in drafting new funding applications.

Critical Competencies

1. **A passion for conservation:** a demonstrated interest in conservation or the natural environment is highly desirable.
2. **Working with people:** excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders.
3. **High level organisation skills and attention to detail:** exceptional attention to detail, time management skills and ability to meet deadlines.
4. **Information technology:** advanced ability in using standard business software packages (including Word, email, Excel, Power Point) is essential along with an interest in using software to maximise business efficiency.
5. **Effective desktop research skills:** ability to develop innovative search criteria to identify philanthropic funding opportunities and networks.
6. **Fundraising or sales experience:** one to two years’ experience in fundraising, business development or a similar role is highly desirable.
7. **Exceptional writing skills:** exceptional writing skills, including a demonstrated ability to write winning grant applications, funding proposals, commercial tenders or similar.

Licenses and Qualifications:

1. A university degree in a relevant discipline is highly desirable.
2. A valid driver’s license is desirable.

Core Responsibilities:

1.	Administration of Partnerships (Corporate and Grants) program
	<ul style="list-style-type: none"> • Manage, record and track all aspects of grant applications, sponsorship agreements, formal reports and acquittals, including submission deadlines, project deliverables, financial acquittals and communication requirements. • Coordinate grant and sponsorship agreements from initial draft (usually provided by the funder) through to execution. • Develop and implement processes to ensure consistent and systematic communication about partnership deliverables and reporting requirements with AWC’s science and operations teams. • Record correspondence with funders and prospective funders in AWC’s CRM. • Other administrative duties as required.
2.	Funding Reports
	<ul style="list-style-type: none"> • Liaise with AWC’s science and operations teams to source detailed project information and updates for grant acquittal reports. • Design and draft reports for review by the Partnership Manager (we currently use Canva) • Track major grant budgets quarterly and implement relevant actions if budgets vary significantly from those agreed with the funder. • Prepare financial acquittal reports to accompany grant reports.
3.	Corporate Engagement

<ul style="list-style-type: none"> • Liaise with AWC's corporate partners to facilitate staff and customer engagement opportunities like volunteer days, presentations • Proactively share AWC news stories of relevance to our corporate partners • Maintain the Corporate Partner database
<p>4. Partnerships applications and new opportunities</p>
<ul style="list-style-type: none"> • Conduct research to identify new partnership opportunities. • Prepare detailed project budgets for proposals (in collaboration with AWC's Finance department and relevant project teams). • Assist the Partnership team with sponsorship and grant submissions as required.
<p>5. Prepare internal reports</p>
<ul style="list-style-type: none"> • Prepare internal reports to share the results of AWC's partnerships program with the development team, senior executive team, board of directors and others as required.
<p>6. Other tasks</p>
<ul style="list-style-type: none"> • Champion AWC's values. • Comply with all AWC policies and procedures. • Assist in the delivery of the duties of the Partnerships Team. • Undertake other tasks as requested by the Partnership Team or executive managers, as required.