

POSITION DESCRIPTION

Position Title	Senior Relationships Manager
Time Commitment	Full time, permanent
Award Classification	SCHADS 6, paid above Award
Location	Level 4, 333 Queen St Melbourne: hybrid WFH and office
ABOUT THE ORGANISATION	
<p>IWDA is an Australia based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p>VISION: Gender equality for all</p> <p>PURPOSE: To defend and advance the rights of diverse women and girls</p> <p>VALUES: Feminist, Accountable, Collaborative, Transformative</p> <p>STRATEGIC GOALS 2023-2025:</p> <ol style="list-style-type: none"> 1. Resource and contribute to a resilient and vibrant feminist movement, primarily in the areas of freedom from violence and power, leadership and civic space 2. Promote systemic change towards gender equality for all 3. Build a resilient and relevant feminist organisation <p>We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.</p> <p>As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be at the partnerships across the Majority and Minority worlds. This means we seek to understand and leverage our locational power so that we know when to:</p> <p>STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements</p> <p>STAND WITH feminist movements in solidarity and amplify the work of global south actors</p> <p>STEP BACK when others are better placed to take the lead</p> <p>SIT WITH uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.</p> <p>Our Strategic Plan 2025 outlines a third way between the models of women's funds and international development NGOs.</p> <p><i>International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from women only (cis and trans).</i></p> <p><i>IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.</i></p> <p><i>Any offer of employment will require a National Police Check and endorsement of IWDA's Safeguarding Code of Conduct. All applicants must be legally entitled to live and work in Australia.</i></p>	
POSITION SUMMARY	

This is a key leadership role at IWDA, working alongside the Executive Leadership Team (ELT) and Board. You will work collaboratively with the Director, Resource Growth & Communications, Fundraising Manager and Communications Manager to deliver IWDA's strategic Income Plan. This will include leading the growth of our philanthropic, major donor and corporate partnership income streams to diversify our funding, enhance our organisational sustainability and ensure our ongoing impact.

Achieving income diversity commits us to trying new approaches and shifting some long-established modes of operation. We aim to increase our flexibility and understand what will enable—and what will work against—our strategic plan. This role plays a key part in bringing this work to life, by developing strategies to engage and inspire donors, identifying innovative approaches to resource expansion and leading a small team to drive income growth.

The Relationships Manager will develop effective business development processes and oversee analyses of the development funding landscape to meet individual and team income targets.

KEY RELATIONSHIPS

Reports to:	Director, Resource Growth & Communications (RG&C)
Internal:	CEO, ELT, Board of Directors, RG&C team, Partnerships team, Knowledge Translation & Equality Insights Team, People, Finance & Operations Team
External:	Donors, corporate partners, trusts, foundations, major donors, program partners and relevant non-government organisations, gender and development networks
Direct Reports:	Relationships Advisors x 2

KEY RESPONSIBILITIES

Lead IWDA's income diversification and growth

- Lead a small team of relationship professionals to drive significant revenue growth to deliver the 2025 - 2030 strategic plan in alignment with agreed KPIs
- Develop and implement a philanthropy (trusts & foundations and organisations) strategy & pipeline including identifying, qualifying, cultivating, soliciting, upgrading and stewarding in alignment with agreed KPIs
- Research and apply for grants from philanthropic trusts and foundations
- Develop and implement a corporate partnerships strategy including researching, identifying, qualifying, cultivating, soliciting, upgrading and stewarding and cultivating opportunities and relationships

Relationship management and stewardship

- Manage a portfolio of corporate partners (mix of acquisition, stewardship and retention) in alignment with agreed KPIs
- Manage a portfolio of trusts & foundations, corporates (mix of acquisition, stewardship and retention) in alignment with agreed KPIs
- Support IWDA's external relationship management efforts within national and international forums, raising awareness of IWDA in relevant markets and cultivating new funding relationships
- Support the CEO, Board and senior staff to develop funding relationships and positively promote and expand IWDA's reputation and profile with funders
- Represent IWDA in public forums and at donor stewardship events

Reporting and analysis

- Track and analyse major gift, grant and corporate income on Salesforce against KPIs and revenue targets to support reporting to the funding forum, ELT & Board

Leadership

- Manage and lead a small team with diverse competencies, experience and responsibilities
- Support and motivate the Relationships Team through training, coaching, setting clear KPIs and revenue targets for trusts, foundations and corporate partnerships
- Support team members to strengthen their skills and capabilities through IWDA's performance development processes
- Encourage a team culture of reflection and learning; accountability and transparency; collaboration and high performance
- Support an organisational culture that progresses a decolonised and feminist approach to partnership, business development, fundraising and communications
- Contribute to organisational leadership by developing and maintaining relationships with other senior managers
- Support the Director, Resource Mobilisation & Communications as required with Board proposals, reporting and engagement, including hands on support to the Resources and Partnerships Committee

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budgeting, planning and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

SELECTION CRITERIA

Technical Experience	Behavioural Capabilities
<p>Essential:</p> <ol style="list-style-type: none"> 1. Demonstrated success as an inclusive leader and people manager 2. Demonstrated experience setting, managing and achieving KPIs and financial targets 3. Strong understanding of the philanthropy and corporate partnerships landscape 4. Demonstrated skills in building relationships and securing gifts through compelling pitches and proposals 5. Demonstrated success acquiring new donors as well as maintaining existing relationships (nurturing, retaining, upgrading) 6. Excellent project management, budget management, collaboration and time management skills 7. Strong networks in the Australian and/or international corporate and/or philanthropic donor community 8. Strong negotiation and influencing skills, to manage internal and external relationships 9. Proficiency in using CRM systems, analytics tools and prospect research platforms <p>Desirable:</p> <ol style="list-style-type: none"> 10. Demonstrated understanding of women's rights and gender equality 11. Demonstrated expertise in the not for profit, international development or gender equality sectors 	<ul style="list-style-type: none"> • Self-awareness • Being inclusive & power aware • Practising collective care • Being courageous • Achieving outcomes and progress, not perfection • Being empathetic • Building trusting relationships • Being curious • Learning, unlearning & adapting

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Capabilities

- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Act at all times in accordance with IWDA's Safeguarding Code of Conduct and Policies
- Undertake police check prior to commencement and every two years thereafter.

TRAVEL REQUIREMENTS

Some domestic and international travel to support business development may be required. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures.