

Foster Care Association of Victoria - Position Description

Position Title:	Partnership Manager	Date:	December 2024
Department / Location:	2 Greenwood Street, Abbotsford VIC 3067	Reports to:	CEO
<p>ABOUT THE ORGANISATION</p> <p>The Foster Care Association of Victoria (FCAV) is the peak body for Victorian foster carers. For over 30 years, the FCAV as a carer-led, not-for-profit organisation, has been working towards better outcomes for foster carers and the children and young people in their care.</p> <p>Foster care is the backbone of the Victorian response to protective intervention for children and young people at risk. Foster carers are the volunteers providing a home, family life, and care to children and young people who are unable to live with their birth family for a variety of reasons. Many of these children have suffered traumatic events and the role of our foster carers is critical and complex in providing a safe and healing environment for children and young people to reach their full potential.</p> <p>The Foster Care Association is here to provide information, support and advocacy directly to all Victorian foster families. Our work directly impacts the care provided to the thousands of Victorian children and young people in foster care by providing:</p> <ul style="list-style-type: none"> • Carer Support Service - free, independent advice and support to foster carers. • Carer Assistance Program - free, confidential therapeutic support to foster carers. • Advocating on behalf of foster carers to government, their agencies, in the sector and the community. • Community building - as the only centralised body for all foster carers in the state; providing forums and carer events. • Providing carer news and updated information through our comprehensive website & regular newsletters <p>The Foster Care Association represents all foster carers across Victoria. In tandem with one-to-one support we provide to individual foster carers, our role as a membership Association is to advocate for vital improvements to the foster care system. Our current member database consists of over 4,300 carers and the wider sector and community. The Foster Care Association is mandated to strengthen Victoria's investment in greater recognition, respect and resources for foster carers, the volunteers who every day and every night make a difference in the lives of Victoria's children and young people.</p>			
<p>OUR MISSION</p> <p>As the peak body in Victoria, we are the united voice of foster carers, advocating for systemic improvements, building productive partnerships and nurturing respectful relationships.</p> <p>We champion foster carers that they may be recognised and valued for their role in the lives of children and young people in care, and deliver a full range of information and support services to meet carers' needs at all points in their care journey.</p>			
<p>OUR VALUES</p> <ul style="list-style-type: none"> • Advocacy • Dignity • Integrity • Creativity • Connecting 			
<p>BENEFITS AND CULTURE</p> <ul style="list-style-type: none"> • Based in Abbotsford, close to public transport • Flexible working arrangements with WFH opportunities • Salary Packaging incentives • Access to Employee Assistance Program (EAP) • Additional day off for your Birthday! 			

POSITION SUMMARY

This role is suited to a hands-on partnership professional, instrumental in developing and nurturing relationships with major donors, corporate partners, trusts and foundations to increase revenue for the FCAV.

You will be instrumental in building sustainable and diverse revenue streams and achieving strategic objectives. Your role involves enhancing FCAV's reputation as a 'partner of choice'.

The Key Responsibility Areas are:

- Developing a Fundraising Strategy and Operational Plan, budgets and cash-flow projections
- Preparing and monitoring a timeline for all fundraising activities
- Researching, identifying, cultivating and securing new grants, philanthropic grants, corporate partners and individual donors to grow a diverse income stream
- Ensuring all fundraising activities operate within relevant fundraising regulations and are in harmony with the Principles and Standards of Fundraising Practice of Fundraising Institute Australia
- Generating increased and sustainable revenue from new and existing sources
- Building effective and ongoing relationships with stakeholders (internal and external)
- Contributing to the organisational growth as a key member of a small and friendly team
- Leading the development, implementation and review of FCAV's revenue creating strategies
- Deliver targets for growth in total fundraising income
- Ensuring ongoing cultivation, solicitation and stewardship of new and existing donors and supporters
- Providing regular communications for new and existing donors, for inclusion in FCAV's newsletter and socials
- Keeping current with issues and trends in fundraising in order to make recommendations for implementation when relevant and appropriate
- Whilst the major responsibilities of the role are indicated in this position description, the Partnership Manager may from time to time provide general office administration and assistance; in particular answering telephone calls as required
- Other duties as requested by the CEO from time to time.

KEY SELECTION CRITERIA

- Developing strategies for partnership growth and integration
- Identifying and negotiating deals with new partners
- Overseeing partnership performance and ensuring alignment with business goals
- Exceptional verbal and written skills and excellent communication skills
- Experience in a similar role
- Experience in fundraising, social media, corporate partnerships, philanthropy or sponsorships
- Experience in developing a fundraising strategy specific to an organisation is desirable
- Experience working in the not-for-profit sector and/or government experience is desirable
- High level of organisational skills, time management skills and ability to multi task
- Attention to detail
- Ability to work individually and collaboratively as a team member
- Have an existing network to tap into to create new partnerships for the Organisation is desirable.