

Advertisement - Position Vacancy Partnerships Coordinator



March 2024

Hey, you! Yes, you with the big heart and big ambitions to make a difference. We're looking for a Partnerships Coordinator to join our growing Partnerships team.

This opportunity is perfect for someone with a knack for making meaningful connections and developing new, exciting partnership opportunities. As our Partnerships Coordinator, you will be supporting our Partnerships Manager to maintain and nurture relationships with our existing corporate partners. You will also support our team in developing exciting new opportunities – through events, new partnerships, and other activities to help raise funds and build awareness for Foodbank Victoria.

This role requires coordination across corporate partnerships as a whole, including management of the corporate volunteering booking system, maintenance of workplace giving platforms, coordination and on-ground support for events, administrative support, and more.

If you have some experience in corporate partnerships and you know what works, we'd love to hear from you!

Why Foodbank:

We've been putting meals on the table for vulnerable Victorians since 1930. Meeting them where they are, on their terms, with solutions they need. Not only do we provide food to over 450 charities so they can feed their communities, but our direct distribution of free food is growing at a fast rate. From our 18-metre supermarket on a bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services over 1,000 Victorian schools, our coverage is expanding.

Why we're right for you:

You'll join a passionate and creative team based in Yarraville, Melbourne where the village vibe, art deco dwellings and coffee culture are legendary. Our mission is critical, our vision is bold, and our marketing plans are ambitious. You know that cliché 'no two days are the same'? Ours is more like 'no two hours are the same.'

What you'll do:

- Manage all corporate volunteer bookings across a range of events and locations, in line with revenue targets.
- Respond to all corporate volunteer enquiries in a timely manner.
- Manage and update bookings and associated records using Salesforce.
- Ensure invoices are prepared and issued to corporate partners, and track status of payments.
- Liaise with the Volunteer Manager and Volunteer Coordinators on upcoming bookings.
- Identify potential partnership or revenue opportunities with corporate contacts and actively promote other corporate opportunities as required.
- Ensure OH&S requirements are clearly communicated with corporate teams prior to attending.
- Account manage a selected portfolio of partnerships, including direct engagement with partners in regards to deliverables and account administration.

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- Manage tracking, scheduling, and reporting on contractual deliverables for all partners, in consultation with the Marketing Coordinator.
 - Collate evidence of deliverables and performance results where appropriate, for reporting.
 - Provide administrative and on-ground support for events, activations, launches, and other activities undertaken by the team.
 - Monitor and reconcile regular payments for workplace giving platforms through Salesforce and internal finance systems.

Why you're right for us:

- You want to be a part of a brand that's been around for over 90 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- Relevant tertiary qualification and/or significant work experience.
- Project coordination skills with demonstrated ability to manage and support numerous stakeholders to successfully deliver business outcomes within defined timelines.
- Effective time management and organisational skills demonstrated through the ability to meet deadlines.
- Excellent track record of relationship engagement and management with both internal and external stakeholders.
- Ability and confidence to identify and 'up-sell' opportunities to existing partners and new leads.
- Willingness to undertake training and development opportunities as appropriate.
- Thrive working independently and positively within a team environment.
- Passionate about our vision of healthy food for all.

We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Staff satisfaction rates above 80%.
- An organisation focused on employee wellbeing.
- Supportive team environment that embraces change and innovation.

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Email your application to employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter.
- Please contact Angelique Kondovasis on 03 9362 8399 for any questions.