Corporate Partnerships Executive

<table>
<thead>
<tr>
<th>Location</th>
<th>AEIOU Central Office</th>
<th>Essential Qualification(s)</th>
<th>Qualification in business, marketing or a demonstrated knowledge of fundraising, marketing and business development principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure and Status</td>
<td>Permanent, Full-time</td>
<td>Essential licence(s)</td>
<td>Open Queensland driver’s licence Ability to obtain Positive Blue Card</td>
</tr>
<tr>
<td>Classification</td>
<td>Salaried</td>
<td>Probationary Period</td>
<td>6 months</td>
</tr>
<tr>
<td>Position resources</td>
<td>Mobile phone</td>
<td>Annual Leave</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Delegation of Duties</td>
<td>Fundraising Manager</td>
<td>Authorities in your absence</td>
<td>CEO</td>
</tr>
</tbody>
</table>

AEIOU Foundation

AEIOU Foundation’s evidence-based intensive early intervention program provides opportunities for children with autism to achieve lifelong outcomes.

Our program is designed for children aged 2 to 6 years who have moderate to severe needs. Our curriculum, which meets international standards, is delivered by a transdisciplinary team of qualified therapists and educators, with a high staff-to-child ratio.

AEIOU Foundation is proud to employ highly qualified and experienced staff across our centres and we are committed to maintaining and improving skills and knowledge through a rigorous professional development program.

Our Mission

To enhance the lives of children with autism and their families through early intervention learning along with practical and caring support.

Our Vision

For AEIOU to be recognised as the leading provider of quality early intervention learning for children with autism and to ensure that every child is provided with the maximum opportunity to reach their potential

Support

Teamwork

Excellence

Passion

Our Values
Reporting Relationships

Other key relationships include working with the AEIOU fundraising team, senior management team, centre managers, key donors and sponsors, volunteers, children, parents, families and carers.

Position Purpose

The Corporate Partnerships role is a pivotal role within the AEIOU Fundraising team and is responsible for major donors, new business and corporate engagement to grow support for our life-changing early intervention program for children with autism in Queensland and Australia.

The duties of the incumbent in this position are to:-

- Proactively identify and engage major gifts from high value donors, sponsors and supporters
- Actively research, qualify and develop a new business portfolio resulting in an increase in new donors and therefore funds for AEIOU
- Develop and maintain a Bequest program to ensure continued growth for the organisation
- Develop the AEIOU payroll giving program

Position responsibilities

- Research and initiate contact with potential major gift donors by using a combination of strategies: contacting existing donors, cold calls and following up on leads provided to you from AEIOU staff, Board Members, volunteers and other related networks
- Maintain stewardship contact with donors
- Nurture prospective donors in partnership with the CEO, Board members and the Fundraising Manager to ensure major gifts are secured and a high level of donor satisfaction is achieved
- Take responsibility for achievement of budgetary fulfilment responsibilities for Planned Giving and Major Gifts.
- Work with the CEO and Fundraising Manager on key donor relationship development and ongoing relationships.
- Be a resource to the fundraising team and any other staff, by identifying potential donor connections
- Keep all donor activities updated on our donor database.
- Represent AEIOU at events and functions in a working capacity
- Assist in business planning and budgeting
- Work with the Grants Writer to identify multi-year partnerships within the corporate sector
- Prepare monthly Board report in conjunction with the Fundraising Manager
- Develop and grow an AEIOU Bequest program
- Continue to grow the AEIOU Payroll giving program
Organisational Responsibilities

- To comply with all AEIOU policies and procedures at all times
- A commitment to meeting and exceeding customer expectations
- To adopt and embrace the organisation’s values
- To recognise and acknowledge the constraints that affect AEIOU and assist in making necessary changes
- To ensure the environment is kept in a safe and hygienic state at all times
- To promote AEIOU to the local and wider communities
- A commitment to work as an effective team member
- To assist team members in understanding and responding to challenges, change and conflict
- To ensure that all communication is completed in a professional and polite manner
- To follow and practice correct fire and emergency evacuation procedures
- Consider Workplace, Health & Safety at the service at all times

Key Selection Criteria

- Three years’ experience in major gifts, fundraising or business development
- Demonstrated knowledge of fundraising marketing and business development principles
- Demonstrated experience in making cold calls and developing cultivation strategies
- Demonstrated track record in achieving results
- Demonstrated ability in relationship building, influencing and networking skills
- Excellent strategic planning, organisational and problem solving skills
- High level ability to think both strategically and tactically about the relations between potential donors and fundraising goals
- Experience in delivering high quality customer service to internal and external stakeholders
- Exceptional written communication skills with extensive experience in developing business cases, proposals and presentations
- Excellent oral, interpersonal, analytical and organisational skills
- Demonstrated ability to work within a committed team and have the passion to make a difference
- Demonstrated organisational and project management skills with proven ability to manage multiple tasks within defined deadlines and budget
- Demonstrated ability to deal confidentially and professionally with stakeholders at all levels
- Successful track-record of success in achieving fundraising outcomes.