



# National Engagement Manager (Partnerships)

Position Description		
<b>Title:</b>	National Engagement Manager (Partnerships)	
<b>Department:</b>	National Engagement	
<b>Purpose:</b>	This role holds responsibility for the management of all Partnership activities for Baptist World Aid Australia.	
<b>Reports to:</b>	Director of National Engagement	
<b>Direct Reports/ Supervises:</b>	Philanthropy Manager, Better World Ambassador, Church Partnership Manager, National Engagement Coordinator.	
<b>Indirect reports:</b>	Church Engagement Team, Philanthropy Team, Mobilisation Team	
<b>Key Relationships:</b>	Senior leadership team, managers, internal stakeholders, supporters, churches, current and prospective partners.	
<b>Hours per Week:</b>	35 (Full time)	
<b>Location:</b>	Transform Aid / Baptist World Aid Headquarters, North Ryde NSW or remote	
Key Responsibilities and Activities		
Key Focus Areas	Activities	KPI/ How they are measured
Working as a team	Working with the National Engagement Managers to provide joint leadership and coordinated activities across Marketing, Fundraising, Advocacy and Partnerships teams as required to deliver strategic and operational objectives to the National Engagement Portfolio.	Annual goals achieved. Strategic Objectives owned by National Engagement achieved
Strategic direction, product development and senior management of church partnerships	Oversee the development of Church Partnership strategies and products in collaboration with the Church Partnership Manager and contribute to relationship management when required.	Engagement and Financial targets achieved.

Strategic direction, and senior management of Major Gifts	Oversee the development of Major Donor strategies in collaboration with the Philanthropy Manager and contribute to relationship management when required.	Financial Major Gift targets achieved.
Strategic direction, and senior management of Better World Ambassador Mobilisation.	Oversee the development and execution of Better World Ambassador inbound marketing, relationship management and mobilization in collaboration with the National Engagement Managers and the Mobilization team.	Engagement and financial Better World Ambassador targets achieved
Strategic direction, and senior management of strategic revenue raising projects	Oversee the prioritization, development and execution of new and existing strategic revenue raising projects in collaboration with the National Engagement Managers and the Strategic Projects Lead.  Propose, test and design new revenue raising products and partnerships in collaboration with National Engagement Managers.	Strategic projects achieve revenue and engagement targets
Stakeholder and Workflow Management	Ensure cross team stakeholders are engaged and informed and ensure on time, on budget delivery of cross team projects and products.	On time, on budget delivery of cross team projects and products.
Events	Oversee Baptist World Aid supporter facing events where required.	Supporters engaged in events
Budget Management	Develop and manage partnership team budget. Ensure spend is within budget and identify efficiencies. Manage progress reporting on partnerships spend and revenue.	Spend is within budget
<b>Secondary Activities</b>		
<p>Leadership</p> <ul style="list-style-type: none"> <li>• Represent Baptist World Aid as required on external committees, working groups or other networks.</li> <li>• Represent Baptist World Aid as required in public-facing or industry opportunities.</li> <li>• Be a key influencer internally and externally for Baptist World Aid programs.</li> <li>• Inspire and encourage staff to excellence.</li> <li>• Active involvement in fostering a team culture of cooperation, attentiveness, responsiveness and positivity toward organisational and team goals.</li> <li>• Be an example of excellence in speech and life.</li> </ul>		

<p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Managing performance of the Partnerships team.</li> <li>• Determine staffing requirements and assist in the recruitment of new team members.</li> <li>• Training and equipping team with skills and knowledge.</li> <li>• Contribute to strategic planning to realize organisational, department or unit objectives.</li> <li>• Set team goals and objectives.</li> <li>• Delegate work duties to team members to attain objectives.</li> <li>• Contribute to the formulation of department/unit policies and practices.</li> </ul>
<p><b>Essential Knowledge, Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in a project/people management, fundraising, philanthropy, marketing and/or communications management role or similar.</li> <li>• The ability to proactively manage organisational resources - human, technical and fiscal.</li> <li>• The ability to plan, articulate, implement and review tasks to meet operational goals.</li> <li>• Proven ability to establish relationships and manage stakeholders.</li> <li>• Excellent communication, relationship building and influencing skills.</li> <li>• Public speaking capacity</li> <li>• An authentic Christian, with strong commitment to the values, vision and mission of the Baptist Church, and willingness to participate in prayers and biblical reflection sessions</li> </ul>
<p><b>Desirable Knowledge, Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications or equivalent experience</li> <li>• A proven track record in delivering projects and meeting financial targets in complex environments</li> <li>• Excellent project management skills.</li> <li>• Membership of a Baptist church.</li> <li>• An ability to understand, engage with and support and articulate the Biblical theology that informs Baptist World Aid’s development and engagement approach.</li> </ul>
<p><b>Organisational Wide Requirements</b></p>
<p><b>Our Values</b></p> <p>It is expected that you model our organisational values of the workplace.</p>
<p><b>Workplace Health and Safety and Equal Employment Opportunity:</b></p> <p>It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards.</p> <p>You are also accountable and responsible for complying with all Transform Aid International / Baptist World Aid policies and procedures designed to eliminate discrimination in the workplace.</p>
<p><b>Child Safe Organisation:</b></p> <p>Transform Aid International / Baptist World Aid is a child safe organisation and all employees are required to read and understand our policies in relation to child protection policy, safeguarding, and the prevention of sexual exploitation, abuse and harassment. Employees must and in addition, sign and abide by our Child Safe Codes of Conduct. All employees are required to provide authorisation for a National Police Check and will be required to gain a Working with Children Check and maintain these clearances.</p>
<p><b>Compliance</b></p>

It is your responsibility to ensure compliance with TAI policies and procedures, legislation, as well as requirements of relevant regulatory bodies, including ACFID and DFAT.

<b>Employee Name</b>	
<b>Employee Signature</b>	
<b>Date</b>	