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**Corporate Relationship Advisor**

**Location:**  **Sydney (Broadway)**

**Reporting to: Head of Philanthropy and Partnerships**

**Travel: Yes**

**Supervising:**  **No**

**Status: Permanent / full time**

**Band / Grade: B2**

**Date: March 2022**

**Organisational Context**

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF provides assistance to populations in distress irrespective of race, religion, creed, or political convictions.

The Australian Section of Médecins Sans Frontières was established in 1995 and is one of 30 sections, 24 associations and other offices that form the MSF global movement providing oversight and expertise, funding and staff for field operations and communicating on the needs of our patients. MSF Australia deploys over 200 field staff per year from Australia and New Zealand. The organization secures an annual revenue of AUD 90 million in untied funds. The Australia section hosts a Medical Unit in Sydney bringing specialized expertise in the field of Women’s health and Paediatrics in support of our operations overseas. MSF Australia has over 70 full time staff and an active association of over 600 members.

The Corporate Relationship Advisor reports to the Head of Philanthropy and Partnerships who manages the Major Donor Program for Australia and New Zealand. This is one of four manager roles within the Fundraising Department. The other three are the Direct Marketing Manager, Regular Giving Manager and Gifts in Wills Manager. These positions report to the Head of Fundraising which is part of the broader Engagement Team.

The Major Donor team has specific responsibility for the successful implementation of various projects from which Médecins Sans Frontières Australia & New Zealand expects to generate more than $12 million of revenue annually.

This revenue is generated primarily from individual Major Donors, with substantial additional income generated from Trusts and Foundations and Private Ancillary Funds and Corporate Support.

The Major Donor program is a relationship-based program, and our core activities include appeals, events, and individual meetings. The Major Donor team works collaboratively and always strives to offer the highest level of stewardship to all our donors.

Médecins Sans Frontières is committed to expanding and improving the medical-humanitarian care it offers to its beneficiaries. The fulfilment of this objective is dependent on the fundraising team meeting its substantial income targets.

**Overall Responsibility**

To provide high level support for, and substantially contribute to, Médecins Sans Frontières Australia’s revenue generation activities through assisting in developing, implementing, and continually improving strategies targeted at securing major gifts through corporate supporters.

The portfolio will include corporate supporters who give $10,000 and above in a donor year ($5,000 in New Zealand) and prospective corporate supporters.

The main responsibilities of the role are to develop existing corporate engagement to raise revenue and acquire new enduring high value corporate relationships and partnerships. We have multiple existing corporate relationships, but the organisation is now intentionally investing in growing corporate programs. This will create significant opportunity for growth.

The primary success measure for this position is income raised, however non-tangibles including preservation of brand integrity in representing Médecins Sans Frontières to the public and maintaining and developing relationships with key supporters and suppliers are also vital to the successful fulfilment of the role.

Main Tasks and Duties

* In conjunction with Head of Philanthropy and Partnerships and Head of Fundraising, develop a long-term strategy for corporate giving including policy review.
* Identify, research, and qualify new corporate business partnership opportunities
* Develop and maintain a portfolio of corporate supporters and take responsibility for delivering and developing plans for securing new income from businesses by identifying growth areas and opportunities within the corporate sector.
* Develop and manage prospect pipeline that will meet financial targets
* Identify and develop uplift opportunities for all existing partnerships. This may include campaign sponsorship and participation, workplace giving and employee engagement
* Develop engagement and communication plans in conjunction with corporate partners
* Forge long-term mutually beneficial relationships with current and new corporate supporters. To successfully accomplish this, it is essential to nurture and maintain existing corporate relationships with outstanding stewardship.
* Develop and write professional funding proposals, corporate applications, and reports
* Pitch presentations to Corporates.
* Manage relationships with Corporates before, during, and after receipt of funds and maintain a high level of supporter care.
* Review and evaluate partnership engagement on a regular basis and ensure actions from all parties are completed
* Monitor CSR/Corporate Responsibility issues in the media and keep up to date with professional fundraising associations and media regarding fundraising tools and skills development.
* Participate in International Corporate activities when relevant and liaise with international colleagues on global corporate partnership relationships
* Comply with all MSF corporate policies and guidelines

In addition, the role will also contribute to the strategic development of the Major Donor fundraising program, provide support to other staff and work with the Head of Philanthropy and Partnerships, and Major Donor Team to ensure the ongoing success of the Major Donor Program.

The role will participate in other aspects of the Major Donor Program including:

Appeals and Campaigns

* In conjunction with the Major Donor Team, participate in project management Major Donor Program appeals and campaigns, including digital

Budget

* Work with the Head of Philanthropy and Partnerships to establish income and expenditure budgets for all aspects of the corporate support program
* Ensure that all projects are carried out with and within approved expenditure limits
* Ensure all deliverables including program timings and expectations are met. Take appropriate action to meet any divergence from expected deliverables
* Assist the Head of Philanthropy and Partnerships in the production of regular reports on the status of Corporate Support program
* Events
* Assist the Head of Philanthropy and Partnerships with decisions on speakers and topics for Major Donor Events
* Attend events to ensure optimal stewardship of corporate supporters
* Assist the Major Donor Officer with planning of events as required

Data and Analytics

* In consultation with the Head of Philanthropy and Partnerships and working with the T&F Senior Relationship Advisor, Major Donor Senior Relationship Advisor, and Major Donor Officer, develop, refine, and run ongoing regular reporting
* Ensure that all data is correct and accurate
* Provide data led insights into best practice corporate trends
* Work with Head of Philanthropy and Partnerships to provide ad hoc reporting as needed
* Identify and mitigate risks presented by Corporate Fundraising

New Business and Innovation

* Working in conjunction with the Head of Philanthropy and Partnerships, and T&F Senior Relationship Advisor
* Work with the Community Engagement Coordinator, Community Fundraising team, and other fundraising teams as relevant
* Internal Relationships
* Ensure all internal relationships are of a high standard and contribute positively to the growth of the Fundraising Department and the organisation
* Ensure that Supporter Relations is fully appraised of ongoing and upcoming work

**Selection criteria**

**Essential criteria**

* Demonstrated successful experience with corporate fundraising or CSR roles or equivalent
* Demonstrated understanding of fundraising and philanthropy
* Experience with budget management
* Exceptional interpersonal/relationship management skills with the ability to communicate sensitively and effectively with a diverse range of individuals
* Excellent communication skills including, presentation, writing and editing skills
* Accuracy and attention to detail
* Demonstrated advanced skills with CRM databases -preferably Raiser’s Edge
* Ability to undertake interstate travel
* Relevant Tertiary Qualification
* Covid-19 Vaccination Certificate
* Current right to work in Australia

**Desirable criteria**

* Successful experience in project management
* Strong administration skills
* Creative thinking and solution focused problem-solving ability
* Ability to work in a team and foster team spirit
* High level ability to use Microsoft Office suite
* Confident, articulate public speaking
* Ability to motivate and inspire others
* Knowledge of Médecins Sans Frontières and its work
* Exposure to the NGO environment

In MSF Australia, we believe the following 5 values form the foundations of our culture – **Transparency, Respect**, **Understanding of Diversity**, **Stepping In** and **CollaboraTion.**

At MSF Australia we value T.R.U.S.T as an essential element to how we operate and believe that these organisation values flow from this trust that we build.

**Applications**

Applications MUST address individual selection criteria. You should also write a cover letter indicating why you want to work for Médecins Sans Frontières Australia and attach a copy of your CV.

Please note that a criminal record check may be required as part of the selection process. Applicants with criminal records will not automatically be ineligible for the position they are applying for. Médecins Sans Frontières Australia has a Child Protection Policy in place and all employees are required to comply with this policy.

Médecins Sans Frontières Australia is committed to creating an inclusive workplace for all our staff. We believe that a diverse team helps us better serve those most in need, we encourage flexibility (in all its forms), and we encourage people from a wide range of backgrounds to apply for this role, including Aboriginal and Torres Strait Islander peoples, LGBTQIA+, people from other culturally and linguistically diverse (CALD) backgrounds and people with disabilities. People with a disability can request support from our Domestic HR Department if you think you may require reasonable adjustment during the recruitment.

**Applications close: 31 May 2022**

Applications and enquiries to

Email: officerecruitment@sydney.msf.org