



## **About AIEF**

*hard hearts, soft hearts, capable hands*

The Australian Indigenous Education Foundation (AIEF) was established in 2008 in response to community demand from Indigenous families who choose to enrol their children in boarding schools.

Bringing together the government and private sector, AIEF provides scholarship funding for Indigenous students to complete Year 12 or tertiary studies, with career support to help them make a successful transition to employment.

## **The role**

Reporting to the Founder and Director, the Partnerships Manager is responsible for managing and maintaining effective relationships with existing and potential major partners and stakeholders, ensuring successful outcomes in employment pathways with Corporate Partners, supporting the AIEF brand and reputation and communicating AIEF's key messages.

The Partnerships Team is part of the Engagement Team that also encompasses the Communications and Events Team. This role will have two direct reports.

## **Key Responsibilities**

- Develop and manage the implementation of strategies for establishing, maintaining and improving engagement with AIEF Corporate Partners.
- Maintain effective relationships with Corporate Partners by ensuring contractual requirements are met on an ongoing basis.
- The Management of a system that connects scholarship students and graduates with employment opportunities offered by AIEF Corporate Partners.
- Develop and maintain effective working relationships with corporate partner representatives responsible for human resources, Indigenous careers and Reconciliation Action Plans (RAPs) outcomes related to employment.
- Work with the Communications team to develop materials to assist Advisors/Executives to promote corporate partner employment opportunities to students and alumni.
- Help build internal awareness of corporate partners and a whole team approach to supporting stakeholder/client management.
- Prepare briefings for stakeholders and the AIEF Leadership Team.
- Draft and review correspondence for the AIEF Leadership Team.
- Manage and write reports to partners and supporters, partnership proposals and funding applications.
- Maintain the AIEF style guide and advise colleagues on style requirements.
- Attend events and support delivery of these as a member of the Engagement Team.
- Provide feedback and consultation on administration of communications tasks in relation to AIEF Advocates (Patrons, Ambassadors and Board).
- Develop policies and procedures to ensure critical processes are documented.
- Ensure accuracy and completeness of relevant data for reporting and evaluation.
- As a Manager, support leadership decisions across the business.

## Selection Criteria

The right person for this role is a well-organised, enthusiastic, results driven self-starter who has:

- Motivation for AIEF's mission and alignment with AIEF values.
- People management and leadership expertise and experience, aligning resources and making operational decisions to organisational mission.
- Demonstrated strong interpersonal skills, with a high level of experience in stakeholder management, preferably with corporate clients and stakeholders.
- Strong verbal and written communications skills with excellent accuracy, particularly related to branding, external communication, reports and proposals.
- Exemplary interpersonal skills, including effective listening, empathy, discretion, diplomacy and the ability to build and sustain professional relationships.
- Understand and manage complex and competing internal and external stakeholder needs, working collaboratively with many stakeholders.
- The ability to build processes and systems in collaboration with other stakeholders.
- Experience and a high degree of capability in building awareness of programs and processes across multiple teams within an organisation.
- Responsive, open and pro-active communicator.
- Experience and a high degree of capability in building awareness of programs and processes across multiple teams within an organisation and in collaboration with other stakeholders.
- Adaptable, resilient, positive professional skilled at leading and motivating people to deliver outcomes. Demonstrated growth and learning mind set; positive, solution focused attitude.
- Exceptional time management and planning skills, including demonstrated ability to meet deadlines, establish priorities and work under pressure.
- Demonstrated growth and learning mind set; positive, solution focused attitude.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook) and CRM systems.

## The Reward

- Salary packaging (which can add up to \$15,900 in tax-free pay per year)
- Paid Cultural and Enrichment leave
- Optional WFH Wednesday
- Paid Parental Leave
- Additional Annual Leave after 3 years' service
- Employee Assistance Program, a free and confidential counselling service

AIEF is committed to the [National Principles for Child Safe Organisations](#): to creating environments where the safety and wellbeing of children and young people is at the centre of our thoughts, values and actions.

The Australian Indigenous Education Foundation is committed to the safety and wellbeing of our students, our stakeholders and our team as well as their families and communities. Therefore, we require all new employees starting at AIEF to be fully vaccinated against the COVID-19 virus.

## Application Information

If you would like a copy of the position description please email [jobs@aief.com.au](mailto:jobs@aief.com.au).

To apply for this position click Apply Now and follow the prompts. Please attach your resume with a cover letter (maximum two pages) addressing the Selection Criteria.



Please apply as soon as possible, applications are considered as they are received.

AIEF is a focussed and non-partisan, non-political organisation that advocates for its mission and works with all levels of government and politicians of all persuasions, but does not engage in advocacy on any other political issues or social causes, nor does it represent or advocate on behalf of its students, alumni or other stakeholders on any such issues.

We encourage applications from Aboriginal and Torres Strait Islander people, people of all ages, people with disabilities, the LGBTQIA+ community, and people from culturally diverse backgrounds.

Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.