

Position Description: Associate – Partnerships

Role title: Associate – Partnerships

Reports to: Manager – Partnerships

People Management: None

Work Type, Location: Full-Time, Office based, Surry Hills

Your own Internal Customers:

- (1) Supervisor (and reporting line)
- (2) Other Engagement Team Members

Organisational Customers that all AIEF roles serve:

- (1) Students and Alumni
- (2) Funding partners and donors
- (3) AIEF advocates (Board, Patrons, Ambassadors)
- (4) Volunteers

About AIEF

Hard Heads, 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.

Backed by some of Australia's most influential business, philanthropic and community leaders, AIEF has grown from one scholarship student in 2008 to now supporting over 1,200 young Indigenous people from over 400 communities in every state and territory across Australia.

AIEF exists to remove financial barriers hindering Indigenous students and their families from choosing a quality boarding school education. Under a family and school-led model, AIEF provides co-funding to enable Indigenous students to complete their studies at an AIEF Partner School.

AIEF is a non-political and non-religious organisation that respects each individual's personal beliefs. We remain non-partisan on political, social and religious issues in order to reflect the breadth and diversity of our stakeholders and the plurality of views among them.

www.aief.com.au

The Role

Reporting to the Manager – Partnerships, the Associate – Partnerships is responsible for managing a diverse range of administrative responsibilities to support effective relationships with AIEF Corporate Partners and advocates (Board, Patrons, Ambassadors).

1. Critical Success Factors

The Associate – Partnerships will be an experienced office and relationships administrator with a strong background in a similar role. The critical success factors for this role will be to:

1. Understand and master the normal business requirements of your role and all the systems and procedures used at AIEF (defined as BAU Mastery).
2. Maintain a high level of organisation and prioritisation of administration tasks and projects.
3. Be an expert in the things that fall within your responsibilities with flawless execution.

To have success in this role you will also: (behaviour/ core capabilities/attributes)

- a) Have a strategic mindset, and the capacity to balance strategic imperatives with “hands-on” operational work required of everyone in a small organisation.
- b) Have strong written skills with a high level of attention to detail to apply to drafting and developing a range of documentation including letters, emails, minutes, agreements, policies and procedures.
- c) Have strong verbal communication to report-up to your supervisor as well as collaborate across the wider Engagement Team.
- d) Align with AIEF Values and live them in practice. Self-advocate, contribute to a high-performance and positive work environment, be agile and capable of dealing calmly and professionally to priorities arising at short notice.

2. Key Responsibilities

The Associate - Partnerships will have responsibility and accountability for the **Critical Success Factors** above and the following functions and activities covering business support.

- a) Manage quarterly meetings, minutes and delivery of action items for AIEF Corporate Partners
- b) Maintain up-to-date CRM entries for, and annual audits of, the portfolio of accounts and contacts (AIEF Major Partners and advocates) under your Account Choreographer role including:
 - donations
 - contact details
 - corporate structures and hierarchy
 - Board and Executive Leadership teams
 - Reporting deliverables
 - Reconciliation Action Plans
 - Engagement and correspondence

- c) Manage system for renewal of AIEF Corporate Partners within CRM
- d) Manage system of potential AIEF Corporate Partners within CRM
- e) Assist with writing reports to partners and supporters, partnership proposals and funding applications
- f) Draft, manage and file correspondence, reporting and deliverables for AIEF Corporate Partners
- g) Maintain register of AIEF Major Partner Agreements, RAPs and a summary of all deliverables in hard copy
- h) Manage the annual NET Promoter Survey with the Communications Team
- i) Manage Ambassador headshots and titles for the website and Annual Report with the Communications Team
- j) Support managing team meetings for the wider Engagement team: calendar invites, writing agendas, minutes, action items
- k) Support an effective and efficient structure of filing in the Engagement Partnerships (Manager – Partnerships to Maintain) drive
- l) Attend events and support delivery of these as a member of the Engagement Team
- m) Other tasks as required

3. Essential Qualifications and Experience

The right person for this role is motivated by AIEF’s mission and values and also has:

- Tertiary or other qualifications in related field.
- Have superior administration skills, including using Microsoft Outlook for emails and calendar entries, Microsoft Word and Excel.
- Experience with data management and analysis and a high level of expertise and accuracy in using and maintaining customer relationship management (CRM) databases or similar.
- Applied understanding of the needs and interest of high value supporters in order to develop relationships with them
- A highly skilled communicator with an ability to build effective and professional relationships with corporate stakeholders, other external stakeholders and across teams within AIEF.
- Demonstrates the ability to build processes and systems in collaboration with other stakeholders.

Interstate travel may be required for this role on occasion.

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.

All AIEF employees are required to undergo a National Criminal Record Check by the Australian Federal Police and a Working with Children Check by the relevant State and Territory Governments as a condition of employment. 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, all new employees starting at AIEF will need to be fully vaccinated against the COVID-19 virus.

AIEF is a focussed and non-partisan, non-political organisation that advocates for its mission and works with all levels and 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.