

POSITION DESCRIPTION

Title	Partnerships Manager
Salary Classification	SCHADS Level 6
Weekly hours	Fulltime 38 hours/week
Employment type	Fixed term to 30 June 2027 (with possibility of extension subject to funding)
Reporting line	CEO
Direct reports	Nil

About the role

The Partnerships Manager is responsible for leading the development and implementation of BEING’s corporate partnerships strategy, in alignment with BEING’s values, constitution, and strategic plan. The role focuses on establishing pipelines and cultivating profitable and mutually beneficial partnerships with active and prospective organisations that support shared values and social impact outcomes alongside the long-term sustainability of BEING’s work.

The role contributes to strategy development in collaboration with the CEO and Board and is responsible for translating approved strategic directions into effective partnership activity, systems, and relationships.

The Partnerships Manager reports directly to the CEO, providing high-level advice and working collaboratively across the team.

Duties and responsibilities

Corporate partnerships strategy

- Develop and implement BEING’s corporate partnerships strategy in collaboration with the CEO and Board of Directors.
- Translate strategic intent into clear partnership value propositions, practical partnership approaches, systems, processes, and work plans.
- Ensure all partnership activity aligns with BEING’s constitution, values, and strategic pillars.

Partnership development and end-to-end management

- Actively identify and assess corporate partners that align with BEING’s mission, values, and strategic priorities.

- Develop compelling partnership value propositions, strategies and plans for partners, including clear objectives, key performance indicators and milestones, to maximise income and impact.
- Present approved partnership opportunities, packages and membership offerings to prospective partners.
- Lead the development of partnerships communication and marketing outputs, including a partnerships prospectus.
- Identify and coordinate opportunities to provide value to potential partnerships across BEING's existing assets, ensuring partnerships are well-integrated, coordinated, and appropriately supported across the organisation.
- Lead high-value conversations and negotiations with senior stakeholders and build and maintain successful ongoing relationships with corporate partners, ensuring a high-quality, respectful, and mutually beneficial partnership experience.
- Coordinate partnership renewals and ongoing engagement activities in line with agreed terms.

Governance and risk management

- Identify potential ethical, reputational, or operational risks associated with partnerships and escalate concerns to the CEO in a timely manner.
- Apply and improve BEING's ethical, reputational, and risk frameworks to all corporate partnership activity.
- Develop appropriate risk mitigation strategies, systems and processes to ensure potential partnerships align with BEING constitution, values, and strategic pillars.
- Ensure partnerships do not compromise BEING's independence, consumer-led voice, advocacy integrity and legal and governance obligations.
- Provide administrative and coordination support for relevant governance processes.
- Maintain clear documentation and records of partnership agreements and decisions in line with organisational policies.

Internal collaboration and coordination

- Work collaboratively with all team members to embed a strong partnership culture and ensure corporate partnerships are well-integrated, coordinated, and appropriately supported across the organisation.
- Liaise with relevant staff, particularly the Marketing and Communications Lead and Operations Director, to coordinate the delivery of partnership commitments across key stakeholders.
- Ensure internal stakeholders are informed of partnership arrangements, expectations, and relevant timelines.
- Maintain a strong working knowledge of BEING's programs, assets, priorities, and activities in order to identify opportunities to meaningfully engage corporate partners in relevant work.

Reporting and accountability

- Develop and implement monitoring systems for partnership activity and outcomes against agreements and strategic objectives.
- Develop agreed targets and monitor income and activity for corporate partnerships, against agreed budgets in line with organisational financial policies.
- Identify and implement administrative and CRM changes to support end-to-end partnerships management and reporting to partners.
- Prepare reports for the CEO and Board on partnerships, with appropriate data, synthesis, analysis and recommendations.
- Liaise with relevant board committees as directed, to support fidelity to BEING's mission, values, and board strategic directions.

Essential criteria

- Relevant tertiary qualifications in a related discipline (business, marketing, communications, social impact, social sciences, management) and/or equivalent knowledge, skills, and experience.
- It is a genuine requirement under section 126 of the Anti-Discrimination Act 1977 (NSW) that you have personal lived/living experience of mental health issues.
- Demonstrated experience in partnership development, stakeholder engagement, relationship management, or a related field, preferably in a not-for-profit, community or values-led organisation.
- Proven networks and experience in building and managing end-to-end partnerships with corporate, government, NGO and/or business partners to develop and secure high-value partnerships, including prospecting and negotiations to long-term stewardship, based on a sophisticated understanding of how partnerships supports sustainable revenue growth.
- Highly developed written and verbal communication skills with the proven ability to influence and engage senior decision-makers, with the ability to tailor engagement with different audiences.
- Demonstrated analytical, problem-solving and strategic thinking skills including the ability to identify opportunities, manage issues and develop practical solutions.
- Exceptional communication, organisational and project management skills with the ability to be self-directed, flexible and outcomes driven.
- Strong experience with customer relationship management systems (e.g. Salesforce or similar).
- Strong financial and data literacy, with experience managing budgets and forecasts.
- Sound judgment around values alignment, reputational risks and ethical considerations, and a strong commitment to centring lived experience.

Desirable criteria

- Experience working in mental health, disability, systemic advocacy, membership-based, peak body, and/or lived experience-led organisations.

- Experience engaging with corporate, investor relations, ESG, CSR, and/or community stakeholders.
- Understanding of current mental health policy issues in NSW and nationally.
- Understanding of current human rights and disability policy issues in NSW and nationally.
- Experience working with boards.

Key relationships

Stakeholders	Frequency	Items
Internal staff including CEO, Program and Project heads, other staff, contractors, and volunteers	Frequent	<ul style="list-style-type: none"> • Work constructively on a daily basis with internal staff, contractors, and volunteers.
Board of BEING – Mental Health Consumers	Infrequent	<ul style="list-style-type: none"> • Assist the CEO as required with developing reports and updates for inclusion in Board meetings.
Corporate partners and prospective partners	Frequent	<ul style="list-style-type: none"> • Build, manage and steward corporate relationships.
Partner organisations	Moderate	<ul style="list-style-type: none"> • Liaise and connect with other sector organisations to support coordinated partnership activity.
People living with mental health issues, their family and carers, and other members of the organisation	Moderate	<ul style="list-style-type: none"> • Liaise and connect with people living with mental health challenges, to ensure partnership activity remains informed by lived experience.

To apply

To apply, please email your **resume and a short cover letter** outlining your interest in the role and relevant experience to jobs@being.org.au.

Your cover letter does not need to address each criterion individually. Please focus on what attracts you to this role and how your experience aligns with partnerships and relationships management.

Applications close on Monday, 20 April 2026 at 10:00am. Applications will be reviewed as they are received and interviews may commence before the closing date, so early applications are encouraged.

BEING is an Equal Opportunity Employer and encourages applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, people with disability, and people of all genders and identities.

If you require adjustments to participate in the recruitment process, please let us know.

If you have questions about the role please contact Shannon Lowrie, Operations Director at shannon.lowrie@being.org.au.

Performance Plan

The Partnerships Manager is required to develop and commit to annual key performance indicators (KPI's) that relate to BEING – Mental Health Consumers strategic plan and annual work plans, each of which are monitored and assessed by the line manager and/or CEO. In addition, the Partnerships Manager is required to adhere to the code of conduct, all organisational policies, and abide by the operating values of the organisation.

It should be noted that position descriptions are under constant review and may be changed at any time in consultation with the affected staff members.

I have read, understood, and agreed to the position description of my role. I accept that the position description may be reviewed and changed as necessary.

Signed: _____ Date: ____/____/____

Print name: _____