

# Position Description

## Manager – Partnerships and Sponsorships

**Who we are:** We are Tasmania’s leading cancer charity working to reduce the incidence and impact of cancer on all Tasmanians. Through advocacy and research, supportive care programs and services, and the delivery of prevention education resources and programs, we are here for all Tasmanians regardless of location and the type of cancer diagnosis.

**Our Vision:** A cancer-free future

**Our Values:** Generosity, Integrity, Collaboration, Courage, Innovation

<b>Hours of Work</b>	Part-time - 0.6FTE (45.6 hours per fortnight)
<b>Salary and Conditions:</b>	As per CCT Enterprise Agreement 2025-2029. Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 - pay level 6. Salary packaging available.
<b>Location:</b>	Statewide role based in Hobart or Launceston.
<b>Position Summary:</b>	<p>The <b>Manager – Partnerships and Sponsorships</b> is responsible for securing and managing Cancer Council Tasmania’s high-value corporate and strategic partnerships.</p> <p>This role leads the development of compelling partnership propositions, manages a strong pipeline and delivers exceptional stewardship of corporate supporters.</p> <p>In addition, this role has strategic oversight of three regional gala engagement events, providing leadership and strategic direction to the three regional event coordinators to ensure revenue, engagement and brand outcomes are met and ensuring these events are leveraged as critical platforms for cultivating partnerships.</p>
<b>Reporting:</b>	This role reports directly to the Director, Engagement and Fundraising.
<b>Required Experience &amp; Skills:</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years’ experience in sponsorship, partnerships, business development or fundraising.</li> <li>• Proven track record in securing significant corporate partnerships or sponsorship investment.</li> <li>• Excellent stakeholder and relationship management skills, including senior-level engagement.</li> <li>• Substantial experience in premium event environments (galas, awards nights etc).</li> <li>• Strong project management and organisational skills.</li> <li>• Excellent negotiation, communication and interpersonal skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to multi-task and manage multiple projects simultaneously.</li> <li>• Experience in providing directions to a small team.</li> <li>• Proficiency in project management software, CRM tools and Microsoft Office Suite.</li> <li>• Ability to travel as required for event execution and partner meetings, and undertake occasional weekend or evening work.</li> <li>• Experience in the not-for-profit sector is desirable.</li> </ul>
<b>Personal Attributes:</b>	This role requires a self-motivated person with outstanding interpersonal and negotiating skills and strong relationship building and fundraising capabilities.
<b>Organisational Responsibilities:</b>	<p><b>Partnership/Sponsorship Development</b></p> <ul style="list-style-type: none"> <li>• Contribute to the identification of partnership opportunities across CCT programs, campaigns and events.</li> <li>• In conjunction with the Director, Engagement and Fundraising, develop and execute an annual partnership/sponsorship strategy that aligns with CCT goals.</li> <li>• Negotiate partnerships/sponsorships and collaborations that provide value to prospective external stakeholders and CCT.</li> <li>• Monitor partnership performance and ensure fulfillment of contractual obligations.</li> <li>• Work closely with CCT’s Marketing Manager to maximize partnership impact, develop promotional strategies and drive brand visibility.</li> </ul> <p><b>Event Management</b></p> <ul style="list-style-type: none"> <li>• Provide effective leadership and strategic direction of CCT’s local gala engagement events held in Hobart, Launceston and Devonport.</li> <li>• Work closely with and provide clear direction to the Fundraising and Event Coordinators on strategy and logistics in the execution of these events in each region.</li> <li>• Oversee vendor selection and contract negotiations.</li> <li>• Actively assist with on-site execution of the three regional gala events, including lead-up and after event tasks.</li> <li>• Analyse event performance and implement improvements based on feedback.</li> <li>• Work closely with the Director Engagement &amp; Fundraising to develop strategies to meet and exceed annual budgets across all gala events and identify opportunities for future growth.</li> </ul> <p><b>Reporting and Analysis</b></p> <ul style="list-style-type: none"> <li>• Track key performance metrics for partnerships through the CRM.</li> <li>• Provide partnership reports and contribute to post-gala event reporting, including insights and recommendations.</li> <li>• Maintain accurate records of partnership agreements.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Other duties within the scope of the CCT Engagement &amp; Fundraising program as required by Director, Engagement and Fundraising.</li> </ul>

<p><b>Selection Criteria:</b></p>	<p>To apply for this role you need to demonstrate your ability to meet the selection criteria. The selection criteria outline the skills, experiences and behaviours that are necessary to successfully carry out the role.</p> <ol style="list-style-type: none"> <li>1. Demonstrated success securing high-value corporate partnerships and sponsorships.</li> <li>2. Strong experience in business development, stakeholder engagement and relationship management.</li> <li>3. Experience contributing to the planning, activation or stewardship components of major events.</li> <li>4. Demonstrated success providing directional oversight to a small team.</li> <li>5. Excellent negotiation, communication and interpersonal skills.</li> <li>6. Demonstrated capacity to multi-task and to manage tight timeframes.</li> <li>7. Ability to identify and develop innovative marketing and fundraising opportunities.</li> <li>8. High level Microsoft Office (or equivalent program) skills.</li> <li>9. Advanced computer literacy skills including proficiency in using databases and online project management tools.</li> <li>10. Demonstrated flexibility regarding out-of-hour work from time to time.</li> <li>11. Ability to demonstrate the values of CCT through their own behaviour, demonstrating a commitment of our values and make a positive contribution to positive team and workplace practices.</li> </ol>
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<b>Competency Framework – Manager – Partnerships &amp; Sponsorships</b>			
<b>Personal Attributes</b>		<b>Relationships</b>	
Adapt and Respond to Change	3	Communicate Effectively	4
Display Resilience	3	Commitment to Customer Service	4
Act with Integrity	4	Influence and Negotiate	3
Manage Self	4	Work Collaboratively	4
<b>Results</b>		<b>Business Support</b>	
Deliver Results	3	Finance	3
Plan and Prioritise	4	Technology	3
Think and Solve Problems	3	Procurement and Contract Management	3
		Project Management	3
<b>Demonstrate Accountability</b>		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
People Leadership and Management	3		
Lead, and Develop People	3		
Inspire Direction and Purpose	3		
Optimise Business Outcomes	3		
Manage Reform and Change	2		

It is agreed that these are the primary requirements for the position of the Manager Partnerships and Sponsorships. However, there is an expectation that this position may perform or learn other duties, as required by Cancer Council Tasmania. Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations. It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the Director therefore the entire document will be considered during any performance assessment.

**EMPLOYEE**

Signature:

Name:

Date:

**CCT MANAGEMENT**

Signature:

Name:

Date: