



# THE MAN CAVE

## POSITION DESCRIPTION

**Position Title:** Partnerships Manager

**Reports to:** Head of Growth and Sustainability

**Position type:** 0.8 FTE

**Direct report/s:** Nil

**Location:** Sydney or Melbourne

**Salary:** In the range of \$78,000-\$90,000 salary (pro-rata) plus superannuation. In addition, the opportunity to salary package up to \$15,900k pa and enjoy substantial tax saving.

## ABOUT THE MAN CAVE

The Man Cave (TMC) is a fast-growing non-profit that focuses on preventative mental health and emotional intelligence for young men and the adults in their lives. Through impactful programs, role models and resources we facilitate courageous conversations and long-term behaviour change focused on healthy masculinity, mental health and respectful relationships.

Since 2014, we have positively impacted the lives of over 50,000 young men across Australia and 95% of our participants 'strongly recommend' the program to other young men. We have worked with 3,000+ parents, teachers and community members to better support the young men in their lives.

## POSITION SUMMARY

The Partnerships Manager is a new position that will play a vital role in strengthening TMC's growth by driving business development, fundraising, government engagement and relationship management of other revenue generating activities. As Partnerships Manager, you will bring a strong business development mindset to influence the direction of TMC's growth strategy and develop flourishing relationships with donors across corporate partnerships, a range of individual supporters and philanthropic grant foundations.

The partnerships you cultivate for TMC will align with our mission and values, strengthen our sustainability, and level up our capacity to service the changing needs of boys and young men on a national scale.



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## KEY RESPONSIBILITIES

### Strategy

- Support the Head of Growth and Sustainability to develop, implement and evaluate a business development strategy inclusive of corporate partnerships, fundraising appeals, regular giving, trusts and foundations, major gifts and peer to peer campaigns; and
- Support the Head of Growth and Sustainability in tracking and monitoring financial targets against budget, ensuring that objectives are met in accordance with TMC strategy.

### Philanthropic Trusts & Foundations

- Develop and implement a supporter engagement and retention plan;
- Develop relevant materials, such as funding proposals and acquittals, and EDMs;
- Maintain positive, consistent, communicative relationships with all active philanthropic partners, including ensuring that timely and effective donor engagement is maintained and reflected in the Hubspot CRM;
- Manage deliverables under contracts/agreements, including remittance advice, reporting requirements and acquittals; and
- Support and respond to day-to-day enquiries from partners.

### Business Development

- Identify and research new business opportunities with a range of values aligned corporates;
- Create compelling partnership proposals and plans, inclusive of sponsorship, workplace giving and support, volunteer programs, and participation across community fundraising campaigns; and
- Maintain and track engagement with prospective business opportunities, ensuring a thorough record and understanding of each opportunity is kept in the Hubspot CRM.

### Community Fundraising

- Develop and implement successful and inspiring community fundraising campaign/s to secure new regular givers and supporters;
- Develop high-quality fundraising materials, planning documents and reports;
- Respond to day to day fundraising enquiries; and
- Ensure fundraising activities are undertaken in compliance with TMC policies and applicable regulations and laws.



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## **Government Engagement**

- Support the Head of Growth and Sustainability with the effective implementation of our Government Engagement Strategy, including policy and stakeholder research, development of communication materials, and ensuring the Hubspot CRM remains current and streamlined.

## **Communications**

- Work with the Communications Coordinator to create communications activities (social posts, eDMs) necessary to support the business development strategy;
- Work with the Brand and Resources Manager to ensure the TMC website is regularly updated and maintained with current fundraising, partners and donors information; and
- Effectively manage content and data within the Hubspot CRM, and third-party fundraising platforms.

## **Cultural Leadership**

- Subscribe and make best efforts to enact TMC's values and cultural behaviours, as well as receive and implement feedback where cultural course-correction is needed;
- Work effectively with the broader TMC team and community, including being a positive representative of TMC internally and externally; and
- Any other duties as required and relevant to the role.

## **THE KIND OF PERSON WE'RE LOOKING FOR**

- You take initiative to solve problems independently and creatively;
- You are efficient and effectively manage your time;
- You have a positive, constructive, "can-do" attitude;
- You possess a "growth mindset" and an openness to change;
- You are comfortable working in a start-up, high-performing environment;
- You are passionate and committed to supporting young people reach their potential; and
- You are comfortable discussing topics such as mental health, gender and sexuality.

## **KEY SELECTION CRITERIA**

- Experience and proven success in fundraising within the NFP/charitable sector;
- Strong account management skills and experience;
- An understanding of outcomes and impact measurement and its importance in the philanthropic space;
- Proven networking, negotiating and relationship building skills;



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- Strong written and interpersonal skills with demonstrated ability to communicate effectively with donors, colleagues, and other stakeholders;
- A strong knowledge of community fundraising and an understanding of the motivations as to why a donor would support a particular cause;
- Online and digital literacy skills, with strengths in navigating data and CRM databases to develop the donor journey (Hubspot experience would be an advantage);
- Strong project management and interpersonal skills with the ability to adapt to and maintain tight deadlines; and
- Ability to work effectively under pressure and maintain composure in a fast paced and rapidly changing work environment.

## **WHO SHOULD APPLY**

Applications are open to people of all backgrounds and cultures who believe they meet the job requirements. Women, (people from) LGBTIQ+ communities, Aboriginal or Torres Strait Islanders, people with disabilities, and CALD backgrounds are strongly encouraged to apply.

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalized individuals tend to only apply when they check every box. So if you think you have what it takes, but don't necessarily meet every single point on the job description, please still get in touch. We'd love to have a chat and see if you could be a great fit.

## **REQUIREMENTS**

A valid Working With Children Check is a mandatory requirement of this position and will be required prior to commencement.

The Man Cave is committed to being a child safe organisation. We have zero tolerance for child abuse.

The Man Cave is committed to providing an inclusive and welcoming environment and promoting cultural safety for children and young people.

## **WORKPLACE CONDITIONS**

This role can be undertaken from either Melbourne or Sydney. If a Sydney location, work from home arrangements will be offered. If a Melbourne location, a hybrid engagement is preferred with a mixture of office (20 Ovens Street, Brunswick) and work from home. Our Brunswick office is a two story building, with the first floor only accessible via stairs. The ground floor is wheelchair accessible, including toilet facilities.



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## HOW TO APPLY

To apply, please complete the online application form [here](#). Closing date for applications is *5pm Monday 6 February 2023*. If you have any questions, please enquire via [careers@themancave.life](mailto:careers@themancave.life).