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| Position: | Partnerships Coordinator |
| Organisation: | Mother's Day Classic Foundation |
| Work Location: | 101/13 Cremorne Street, Richmond VIC 3121 |
| Total Period: | Fixed Term Contract – 4 months (15 January 2024 – 24 May 2024) Part Time (3 days per week, and if suitable an onboarding (paid) period of one week (3 days) prior to Christmas, as well as working the Mother's Day weekend with time in lieu) |
| Position Reports To: | Head of Partnerships |
| Direct Reports: | Nil – works alongside another Permanent Part Time Partnerships Coordinator |

Role Purpose

The primary purpose of this position is to provide administration and client service support to a range of functions within the partnerships team.

Key Responsibilities

Provide administrative and client service assistance as required in the following areas:

Partner support, relationship management and communication

- Assist with any partnership enquiries (via phone and email) from partners, prospects, committees, event managers and internal team members
- Ongoing communication with partners to ensure partner satisfaction and delivery of partner benefits as well as maximising MDCF and partner benefits and opportunities
- Regular and open, communication with MDCF internal teams to ensure successful delivery of partnerships.

Operations – State Sponsors

- Manage, under direction of Head of Partnerships, the renewing of state sponsors and emailing a list of potential sponsors regarding their interest in state sponsorship
- Assist in the identification, desktop research, and follow up of prospective sponsors
- Assist in the delivery of state level sponsorship strategy and supporting documentation
- Preparation of partnership agreements using approved pro-forma agreements
- Tracking of benefits and deliverables
- Obtain partner approvals when required, i.e. logo and eDMs
- Liaise with the marketing team regarding sponsor benefits including (not limited to) website, email marketing and social media
- Under the direction of Head of Partnership, liaising with partners to provide marketing and/or fundraising benefits, VIK prizes/incentives, team participation and/or matched giving information

Operations - National Partnerships

- Update partner resources, including Partnership toolkit and distribute as required
- Support the Head of Partnerships in coordinating the partner benefits and deliverables
- Support the Head of Partnerships in coordinating the value in kind partners benefits and deliverables
- Alongside Partnership and Events team, support partners with deferred payment teams, online team registration process, team reporting, team fundraising and donation queries
- Obtain partner approvals when required, i.e. logo and eDMs
- Liaise with the marketing team regarding partner benefits including (not limited to) website, email marketing, and social media requirements

Systems and reporting

- Familiarisation and usage of all MDC systems (Funraisin, Word suite, Smartsheet, Sharepoint)
- Support with administration of post event reporting for partners

General Administration

- Assist with organising any MDC events, such as media launch
- All other administration tasks as required

Qualifications/ Experience

- Highly proficient in Microsoft Office applications
- Experience in administration duties and supporting the team
- Experience in client service or management of external partners
- Excellent time management and customer service
- Exposure to events and partnerships (desirable)
- Experience working with data management or CRM systems (desirable)
- Strong written and verbal communication skills
- Positive attitude with ability to prioritise and be proactive

Key Competencies

- Relationship Management
- Ability to multi-task
- Strong time management and prioritising of workload to meet deadlines
- Planning & Organising
- Attention to detail
- Excellent Communication Skills
- Flexibility
- Team Player

About Role Statement

Change is inherent in the events environment. For this reason, all staff should be aware that roles may vary from time to time.

About Mother's Day Classic Foundation

Since 1998, Mother's Day Classic Foundation has donated \$44 million to the National Breast Cancer Foundation (NBCF) to fund life-saving breast cancer research. The Mother's Day Classic Foundation is proud to be the largest single donor to the National Breast Cancer Foundation (NBCF). Over the past 26 years, the five-year survival rate for breast cancer has increased from 84% to 91%, largely thanks to generous donations from the Mother's Day Classic community.

In 2024, the Mother's Day Classic is going further and inviting participants to run or walk in support of ovarian cancer research, in addition to breast cancer research, with proceeds to be donated to both the National Breast Cancer Foundation and the Ovarian Cancer Research Foundation.

About Mother's Day Classic

The Mother's Day Classic was founded in 1998 by Women in Super - a national member organisation consisting of women working in the superannuation and related financial services industries. Women in Super supports the organisation of the nationwide event by providing volunteers drawn primarily from the superannuation industry. Since then, the Mother's Day Classic has grown from a walk in the park to an iconic event in the Australian calendar. Every Mother's Day, up to 100,000 Australians walk or run to show support for women diagnosed with breast or ovarian cancer and raise vital funds for research.

(October 2023)