CORPORATE PARTNERSHIPS CO-ORDINATOR

- Important role as first point of contact
- Assist with maintaining & growing partnerships
- Melbourne head office, hybrid work welcome
- Full-time or 0.8

Royal Flying Doctor Service works to reduce disparity in health service access. Using the latest in aviation, medical and communications technology, they work to provide emergency medical and primary health care services to those areas that don’t have access. RFDS makes it possible for people to live, work and travel in rural and remote Australia.

The Corporate Partnerships Co-Ordinator role is responsible for supporting the Corporate Partnerships program, where they will assist and support all existing partnership-related inquiries and be the first point of contact for all new incoming inquiries. The role will focus on ensuring that existing partnerships are maintained and nurtured through impact reporting, marketing communications, data management and research development. The role will achieve key deliverables on time and to a high standard. The Co-ordinator will help identify opportunities for relationship growth and development. They will also assist in implementing and growing a newly designed workplace giving program. This role will oversee and collaborate on a national Peer-to-Peer event and realise growth through corporate participation.

Reporting to the Strategic Partnerships Manager, you will oversee the calendar of activity, including key pieces of communications for stakeholders such as newsletters, impact reports, social media content with the help of the marketing and communication team and storytelling elements used for partner activations. You will monitor partner activities and provide research support in industry trends, growth opportunities and prospect identification. You will work closely with a variety of internal and external stakeholders, ensuring delivery and seeking growth on agreed body of work.

About YOU
- Minimum two years’ experience in account management, partnerships, fundraising, marketing or events,
- Demonstrated experience of understanding the drivers and communications in the not-for-profit sector, as well as marketing and fundraising trends in the corporate sector,
- Developed stakeholder management skills, including efficient data management and professional relationship building over time, with an ability to provide quality care and standards,
- Outstanding storytelling, verbal and written communication skills,
- Friendly and helpful demeanour in answering queries and problem solving or researching to find answers,
- A proactive, committed, energised, collaborative and flexible team member who lends their strong work ethic to achieving goals and objectives,
- Highly organised, strong eye for detail and the ability to prioritise, multi-task, project manage and meet deadlines,
- Genuinely passionate and understanding of the not-for-profit sector,
- Tertiary qualifications in Business, Communications, Fundraising, Marketing or PR regarded, but not essential.

APPLY NOW if you are a passionate and organised co-ordinator that is keen to see corporate support grow so that RFDS can increase health care access in rural and remote areas.

Gembridge is proud to partner with Royal Flying Doctor Service.

For a confidential discussion, contact Jenni D’Orival or Michelle Varcoe on 03 8375 9661 or apply@gembridge.com.au