

# Partnerships Coordinator

**Short Description:** Join the award-winning Fundraising and Philanthropy Team at the RFDS (Queensland Section)!

**Bullet Points:**

- Hybrid working arrangements available
- Free parking!
- Opportunity to be a part of the iconic RFDS team!

**About the Royal Flying Doctor Service (Queensland Section)**

The Royal Flying Doctor Service (RFDS) is one of the world's largest and most comprehensive aeromedical organisations. In Queensland, the RFDS employs more than 500 people ranging from pilots, doctors, nurses, engineers, allied health professionals, and a variety of administration and support services roles. With a number of initiatives on the horizon, and projects in the pipeline, now is the time to join the RFDS (Queensland Section) and be part of our Towards 100 Strategy!

**Job Description:**

**This is a permanent, full-time opportunity based at our Brisbane Corporate Office, with the added flexibility to work from home.** As the Partnerships Coordinator, you will support the effective management of a portfolio of Partnerships by coordinating partnership deliverables and engagements. You will be liaising with internal and external stakeholders to achieve successful partnership deliverables and outcomes, in line with the partnership growth strategy. You will also be responsible for conducting research to identify potential partnership opportunities and assist with the acquisition strategy.

**Key Accountabilities:**

- Assist with the delivery of all partnership benefits and contracted obligations
- Support the execution of partnership activities and campaigns, and help develop creative leveraging opportunities for partners to increase involvement and commitment
- Work effectively and collaboratively across teams to deliver partnership activities on time, within budget and in alignment with partnership agreements and stakeholder expectations
- Support the management of workplace giving, matched giving promotions, corporate volunteers, sponsorships, and in-kind support in line with organisational needs
- Prepare high-quality reporting and acquittal requirements to partners
- Maintain and uphold database management and integrity to ensure accurate history of supporter engagement and stewardship activity
- Conduct effective research and due diligence to support decision making regarding partnership approaches, as well as support the preparation of proposals
- Maintain the Partnerships calendar of activities

## Who are we looking for?

**We are seeking a collaborative individual with excellent communication skills and an innovative approach to problem solving. You will have a can-do attitude and meet the following criteria:**

- Previous Experience in a Partnerships Coordinator (or similar) role in a not-for-profit or commercial industry
- University Degree in relevant study area – Business, Communications, Fundraising, Marketing or Public Relations
- Proven ability to develop and maintain positive stakeholder relationships
- Strong organisation skills and ability to manage several projects at any given time
- Ability to work autonomously to meet deadlines
- Strong Microsoft Office suite skills
- Attention to detail

## Why work for us?

- **Competitive salary + Super**
- **Access up to \$18, 500 tax-free benefits, increasing your take home pay!**
- Work with people who are passionate about our purpose and proud of their contribution
- Be part of an award-winning team in an exciting growth phase!
- Comprehensive orientation program including an inspiring tour of our facilities and operations
- Employee Assistance Program - advice for staff and their families (support, nutrition & financial)
- Private health insurance discounts
- Free Parking!

## Interested?

To submit your application, please click [here](#) or visit <https://www.flyingdoctor.org.au/qld/>

This role will close by 26<sup>th</sup> May; however, shortlisting will commence before the end date so don't delay in applying!

For further information regarding this role please contact Recruitment on 07 3852 7553 or for a copy of the PD please reach out to [recruitment@rfdsqld.com.au](mailto:recruitment@rfdsqld.com.au)

*Successful candidates will be subject to a Police Check and may be required to undergo a medical assessment and pre-employment drug and alcohol testing.*

**Royal Flying Doctor Service acknowledges the Australian Aboriginal and Torres Strait Islander peoples as the first inhabitants of the nation and the Traditional Custodians of the land. The RFDS is committed to eliminating all forms of discrimination in the provision of healthcare. We embrace diversity and welcome all people irrespective of faith, ethnicity, sexual orientation or gender identity.**



**Royal Flying Doctor Service**  
*The furthest corner. The finest care.*