

POSITION DESCRIPTION

TITLE:	WA Partnerships Specialist	STATUS:	0.4 FTE 1 year fixed term contract with the likelihood of extension and potential increase to workload if desired
LOCATION:	Flexible: Remote/Perth	DIRECT REPORTS:	Nil
REPORTS TO:	Head of Partnerships	LEVEL:	SCHADS Level 5.1

FRRR'S PURPOSE & CULTURE

FRRR is a national charitable foundation focussed on increasing equity of opportunity in remote, rural and regional Australia. It adopts a partnership and leverage model of philanthropy, which harnesses the collective resources of philanthropy, business and governments to empower rural communities to be vibrant, resilient and sustainable. Established in 2000, FRRR has distributed more than \$200M to more than 15,000 projects across Australia to date.

Our strategy is focussed on improving outcomes in the areas of **PEOPLE, PLACE, DISASTER RESILIENCE AND CLIMATE SOLUTIONS**. FRRR believes that targeted philanthropic investment and collaboration in these areas will build more vibrant, resilient and sustainable remote, rural and regional communities - and a more equitable and prosperous Australia as a whole.

FRRR's principles of engagement are guided by an understanding that remote, rural and regional (RRR) communities are in a constant cycle of development and adjustment. That's why we support community-led approaches that enable them to:

- **Seed & Strengthen** by enabling RRR communities to support and resource core social and physical infrastructure;
- **Adapt & Evolve** by building adaptive capacity across communities and enhancing their ability to cope and adjust to disruption; and/or
- **Innovate & Renew** by supporting communities to test, scale and embed game-changing initiatives.

To achieve this, we:

- **Grant & Develop** to provide RRR communities with access to grants and capacity building resources and support to address inequity and create opportunities.
- **Leverage & Broker** to harness FRRR's tax status, knowledge, and networks to support innovation, self-generation, and unlock more giving to address RRR community needs; and
- **Connect Insights & Learning** for policymakers, communities, and funders to connect them with ideas, knowledge and lived experience to influence more targeted and relevant support for RRR communities.

Our core values centre around collaboration and constant improvement. We have created a dynamic, flexible, and supportive work environment. FRRR is an Equal Opportunity employer.

We Find Ways Forward - *A supporter and positive contributor to those we deal with.*

Real World Problem-Solving - *Considered, hardworking people that come together to make things happen.*

Finding Common Ground - *A grounded, connected start point for all we do.*

Live the Experience - *The best way to lead is through listening, learning and knowing the facts.*

FRRR is committed to protecting the health, safety and wellbeing of all employees. To achieve this, FRRR strives to ensure that employees are not required or permitted to undertake work for which they are not suited, and we take appropriate measures to allow work to be done in a manner that will not put any person

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at risk to their health and safety. As such, new incumbents to this role will be required to complete a Pre-existing Injury Declaration relating to the job requirements.

WHAT YOU WILL ACHIEVE & DRIVE

The WA Partnerships Specialist plays a key role in representing FRRR in philanthropic, corporate and social impact sectors in WA. The role has a specific focus on building and nurturing networks, identifying opportunities for collaboration and areas that FRRR's model and platform could add value to or develop new funding and capacity building initiatives in regional WA.

Working within the partnerships team, you will be responsible for:

Engagement, profile and reputation

- Scope and attend relevant philanthropic, corporate, social impact sector events and forums, contributing a regional perspective.
- Build awareness and profile of FRRR, its model, and impact within the WA philanthropic, corporate, and social impact sectors by identifying and fostering opportunities for FRRR to present at conferences, events and in publications.
- Support the FRRR leadership and board to understand and engage in the WA philanthropy landscape.

Partnerships and donor stewardship

- Identify and nurture partnerships to grow funding for regional communities across WA, in line with FRRR's strategic focus areas.
- Support, steward and grow relationships with FRRR's individual donors in WA.

Secretariat support to CEO and WA Advisory Board on WA strategy

- Coordinate Advisory Board meetings (c. 2 per year), including venue and catering bookings and taking minutes.
- Assist with scheduling meetings with partners, coordinating sector roundtables or other sector engagements as required.

THE TEAM AROUND YOU

This role reports directly to, and works closely with, the Head of Partnerships.

The WA Partnerships Specialist will work closely and collaboratively with the Victorian-based Supporter Specialist and Development Officer, along with program teams delivering grant and capacity building programs in WA. The role also liaises with FRRR's Communications Consultant - JAW Communications - to support profile and awareness building activity. As appropriate, the role will work with the FRRR Chief Executive Officer and WA Advisory Board members.

SKILLS & QUALITIES YOU NEED TO BRING TO THE ROLE & THINGS WE WILL DEVELOP

This role calls on dynamic and multi-faceted skills and experience. To thrive in the role, we consider it will be essential for our WA Partnership Specialist to be:

- Someone who acts with absolute **integrity** in all they do.
- **Exceptional relationship builder and networker** with a natural talent for finding and growing collaboration and partnerships through existing and new networks in WA philanthropy and business.
- A natural **Storyteller** - Exceptional communication skills with a personable approach to engage and build authentic relationships. Confidence as a public presenter with excellent written and verbal communication skills, and high level of attention to detail. Advanced literacy and numeracy skills are a must, with advanced proficiency in the English language (both written and oral), and the ability to produce high quality executive reports in addition to a high level of computer skills (MS Office suite, database management).
- A **Team Player** who works for the greater good and impact of the whole organisation. An ability to work both independently and collaboratively, managing complex competing priorities and meet timelines in a fast paced environment.

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- **Passionate** about, and has experience working in or with rural, regional, and remote communities and understanding of remote, rural, and regional issues.
- **Flexible** – comfortable working in a small team across a range of tasks, at a desk or on the road. Hold a current driver's license and the ability to travel as required.

Things you might bring, but will definitely develop working with FRRR:

- Familiarity with Blackbaud CRM tools, in particular Raisers Edge.
- Appreciation for leading practice grant program design, management, and impact measurement and reporting.

WHAT'S IN IT FOR YOU

- Environment of growth and innovation
- Reputable organisation making real impact in remote, rural, and regional communities
- High calibre Board
- Access to EAP
- Flexible work arrangements
- Ongoing professional growth