

YOUTH WITHOUT BORDERS NATIONAL EXECUTIVE COMMITTEE POSITION

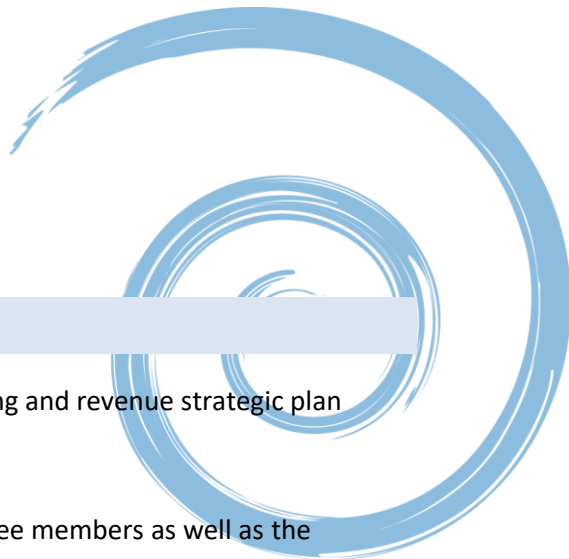
Position Title	Partnerships Executive
Location	Brisbane/ Melbourne
Reports to	Youth Without Borders General Manager
Salary Range	Volunteer Role
Hours	Part-Time (average of 5 hours per week but up to 15 hours per week, inclusive of management committee meetings)
Term	6 months, with possibility to extend

POSITION STATEMENT

To identify, develop and maintain long term strategic relationships with companies and organisations, both corporate and non-for-profit who look for a mutual, cooperative and beneficial relationship with Youth Without Borders.

KEY AREAS OF RESPONSIBILITY

- Research, develop and implement a fundraising and revenue strategic plan.
- Coordinating Youth Without Borders fundraising endeavors.
- Champion fundraising initiatives and be the driving force for new sponsorship opportunities for Youth Without Borders.
- Build effective working partnerships with project coordinators to coordinate fundraising for existing projects.
- Manage a small team of volunteers for established fundraising events, and be able to motivate and build capacity in your team members.
- Have a keen understanding of grant application processes and budgeting.
- Develop and maintain a database of current as well as new companies and non-for-profit organizations Youth Without Borders networks/collaborates with.
- Monitor, track and report activities relevant to the role.
- Active participation in management committee meetings and professional development relevant to the role.
- Other duties as assigned.



KEY RESULT AREAS

- Research, development and implementation of a fundraising and revenue strategic plan
- Database of Youth Without Borders Networks
- Building effective relationships with management committee members as well as the partnerships team members

ORGANISATIONAL CULTURE AND TEAMWORK

- Demonstrate an active, dedicated commitment to the Youth Without Borders Mission and Strategic Plan.
- Actively seek to understand, represent and support Youth Without Borders's vision and values and organizational position to all stakeholders, internally and externally.
- Actively contribute to a positive workplace culture in accordance with Youth Without Border's Code of Conduct, Policies & Procedures.
- Participate in National & International Youth Without Borders initiatives, projects and events.

SELECTION CRITERIA

(Please limit response to 2 pages in total)

1. Any experience, including any study including tertiary education (current or completed), and/or experience in Youth and Not-for-profit sector.
2. Demonstrated ability to implement and maintain efficient records management systems
3. Ability to network and develop relationships
4. Excellent written and interpersonal skills with an ability to communicate instructions and think laterally to solve problems, coupled with an ability to work both autonomously (self-starter) and as a productive member of the team.
5. Strong time management and organizational skills, handling multiple projects. Demonstrated by meeting deadlines
6. Must successfully undertake relevant police/working with children checks, or be willing to upon request

Please Submit your application and CV to applications@ywb.com.au