



REVEALING HOPE
RESTORING LIFE

Role Title & Details

Role Title: Partnerships Development Officer

Team / Capacity: Partnerships, Fundraising & External Engagement

Reports To: COO

Location: Remote

Employment Type: Part-Time / Full-Time

Date Prepared: 30 April 2026

Role Identity Statement

This role exists to develop and nurture strategic partnerships that advance the mission, sustainability, and social impact of the organisation. The Partnerships Development Officer connects vision with opportunity by building meaningful relationships with funders, organisations, and community stakeholders, enabling collaborative efforts that create lasting change.

Theological & Cultural Posture (Heart of the Leader)

- Leads from a deep, abiding relationship with God
 - Demonstrates dependence on the Holy Spirit
 - Values people over process
 - Builds unity and interdependence
 - Leads with discernment and humility
-

Purpose of the Role

To secure, grow, and steward partnerships that generate resources, extend program reach, and strengthen the organisation's ability to deliver impact in the communities it serves.

Strategic Alignment (5-Year Direction)

- Contributes to long-term financial sustainability through diversified partnerships and funding streams
 - Strengthens community impact through collaborative initiatives
 - Supports program expansion by aligning partners with organisational priorities
 - Enables increased visibility, advocacy, and supporter engagement
-

Primary Contributions (2-3 Years)

- Build a strong pipeline of funding and strategic partners (corporate, foundation, and community)
 - Establish high-value, mission-aligned partnerships
 - Increase income and in-kind support through partnership development
 - Strengthen the organisation's profile and credibility within the sector
-

Key Responsibilities

Partnership & Fundraising Development

- Identify, research, and pursue new funding and partnership opportunities (corporate sponsors, trusts, foundations, and community partners)
- Develop compelling partnership proposals and funding applications

Relationship Management & Stewardship

- Build and maintain strong, trust-based relationships with partners, donors, and stakeholders
- Ensure excellent stewardship, communication, and reporting to partners

Outreach & Representation

- Represent the organisation in external meetings, events, and networks
- Communicate the organisation's mission, impact, and funding needs effectively

Collaboration & Internal Alignment

- Work closely with program and leadership teams to align partnerships with impact priorities
- Coordinate partner involvement in programs, campaigns, and initiatives

Monitoring, Reporting & Impact Tracking

- Track partnership performance, income, and engagement outcomes
 - Support impact reporting and storytelling for partners and stakeholders
-

Leadership Framework Expression

Heart of the Leader: CHARACTER (Heart)

Actively growing in your love for God by:

- Spending daily time alone with God
- Regular, extended time of Bible Study
- Expressing dependence upon God and the Holy Spirit through an active prayer life
- Monthly “Day with the Lord”

Expressing God’s love for others by:

- a) Expressing love and truth with grace to team members
- b) Expressing love and truth with grace in your family
- c) Expressing love and truth with grace in the local church

Coach – Encourages partners and internal teams to work collaboratively toward mission impact

Direction Setter – Identifies and prioritises partnerships that align with mission and funding needs

Change Agent – Drives growth through innovative funding models and cross-sector collaboration

Spokesperson – Advocates for the organisation’s mission with clarity, authenticity, and passion

Measures of Fruitfulness (2-3 Years)

- Growth in funding secured through partnerships (financial and in-kind)
 - Number and quality of strategic, mission-aligned partnerships
 - Partner retention and satisfaction
 - Increased reach and measurable impact of programs
-

Nature of the Appointment

- Flexible remote role with part-time or full-time options
 - Requires proactive engagement, relationship-building, and self-management
 - May include occasional travel, events, and donor engagement activities
-

Review Rhythm

This Position Description will be reviewed annually alongside the PDP cycle, supporting ongoing discernment and alignment.