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**WWW PARTNERSHIP COORDINATOR**

**POSITION DESCRIPTION**

The Partnership role for West Welcome Wagon (WWW) reports to the Business Development Manager and is responsible for finding and managing sponsors.

This is a volunteer position. Work will generally be done from the volunteer’s own home and at times to suit the volunteer. It is expected that this volunteer role requires a time commitment of approximately 4 hours per week.

**Key Tasks and Activities:**

* Solicit businesses and other organisations to sponsor West Welcome Wagon
* Creating and executing marketing and sales plans
* Create partnership proposals for prospect
* Collaborating with other departments
* Arrange meetings with interested partner prospects
* Design and coordinate advertising materials and events for partners
* Sell partnership
* Manage partner expectations
* Negotiate partnerships and review all deals. Secure approval for any departures from pre-approved rights and benefits

**Selection Criteria:**

* Possess strong written and verbal communication skills along with a strong, persuasive personality
* Need to be professional, friendly, organised, energetic and determined in attempting to land sponsors
* High-level experience in sourcing new partners
* Servicing existing partners and developing other revenue streams
* Ability to build a rapport with partners quickly
* In-depth understanding of the partnership industry
* High level of attention to detail
* Strong organisational skills
* Excellent IT skills

**West Welcome Wagon will provide:**

* Ongoing support from the Business Development Manager, Board, members of the Business Development team and the CORE group of volunteers.
* A small budget may be available if needed, with the understanding that any expenditure must be budgeted for and expenditure reports prepared for the CEO and Board as required.
* Volunteer experience with a grass-roots asylum seeker support organisation
* Regular social events with the team of WWW volunteers.