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E-Bulletin 83 April 2014

Position Corporate Relationships Co-ordinator

Based in Glebe NSW
12 hours each week
Flexible working environment
Initial six month contract
\$35 an hour + super

The organisation

The Physical Disability Council of NSW (PDCN) is the lead (peak body) representative organisation of, and for, people with physical disability in NSW. We provide a state-wide voice for people with a physical disability, with a focus on inclusion, empowerment in areas including: access to the built environment, education and employment, financial health, health and wellbeing, individualised support, and transport. Our work includes:

Promoting the rights of people with physical disability;
Representation to government, non-government and commercial organisations;
Providing a forum for the discussion of ideas;
Disseminating information to PDCN members and the public;
Producing regular newsletters, electronic bulletins and other information;
Consultations with people living across NSW;
Participation in coalitions of disability groups on specific actions and issues;
Developing and implementing projects that increase the capacity of people with physical disability

Position Description

The Corporate Relationship Co-ordinator works as a member of the small team of employees and volunteers to meet PDCN's objects as identified in the Constitution:

- To educate, inform and assist people with physical disabilities in NSW regarding the range of services, structures and programs available that enable their full participation, equality of opportunity and equality of citizenship.
- To develop the capacity of people with physical disability in NSW to advocate for themselves

- To educate and inform stakeholders about the needs of people with physical disabilities so they are able to achieve and maintain full participation, equality of opportunity and equality of citizenship

The Corporate Partnerships Coordinator is responsible for building and maintaining level account management with key corporate partners, ensuring that these relationships are developed to their full potential. You will work closely with their internal teams, PDCN's Executive Officer, and PDCN's Corporate Relationships Sub-Group to secure workplace giving, employee volunteering, partnered projects, and specific project grants.

Responsibilities

- Build relationships with prospective, and current, corporates – via phone, email and face to face
- Achieve individual income targets through maintaining regular contact cycles with prospective and current partners
- Maintain all corporate partnership channels including Work Place Giving, Volunteer days, Grants, Sponsorship, and Partnered events
- Seek and complete applications for specific issue grants that meet the objectives of PDCN

Your skills and attributes:

- A confident, energetic and creative thinker
- Target driven
- Highly professional and articulate
- An individual with demonstrated experience in building financially strong and mutually beneficial relationships
- A self-starter, highly organised, able to manage multiple projects simultaneously
Experience and skill in writing and producing communications material for target audiences specifically fundraising materials
- Ability to communicate and build mutually beneficial relationships with all levels of authority within local, state and national corporates
- Proven ability to think strategically and create communications materials to drive donor engagement in a not-for-profit environment

Additional Information:

- To discuss this position please contact Ruth Robinson on 9552 1606, or email her at ruth.robinson@pdcnsw.org.au
- Expressions of interest in this position, and an accompanying CV, are required by close of business on Thursday, 24 April.
- It is anticipated that interview for this position will take place on Friday the 2nd May