



**IABC Victoria**  
**Partnerships Chair**  
**Position Description**  
**2024**

**Position Title:** Partnerships Chair

**About IABC Victoria:**

Victoria is the ultimate professional association for communicators in Victoria. As one of the largest chapters of the International Association of Business Communicators outside of North America, we provide members with professional development opportunities, local and global networking events and exclusive resources to stay ahead of the curve in the dynamic world of communication.

**Position Summary:**

We are seeking up to two enthusiastic and detail-oriented Partnerships Chairs to join our team. Depending on the experience of the applicants, the structure may be 1st and 2<sup>nd</sup> Chair, or two 'co-Chairs' with equal but divided responsibilities due to the size of the portfolio. The Partnerships portfolio is responsible for establishing and nurturing strategic partnerships and alliances that contribute to the growth, influence and success of IABC Victoria. You will identify, secure and leverage suitable partnerships that align with IABC Victoria's mission and objectives.

**Key responsibilities of the role:**

- **Strategic partnership development:** Develop and implement a comprehensive partnerships strategy that supports IABC Victoria's goals and objectives. Identify and engage potential partners and collaborators with relevant alignment to IABC Victoria.
- **Relationship building:** Cultivate and maintain relationships with current and potential partners. Regularly communicate with these entities to ensure their engagement and satisfaction with IABC Victoria.
- **Sponsorship and fundraising:** Collaborate with the Treasurer to create and manage sponsorship packages, ensuring value for partners and IABC Victoria. Explore innovative ways to increase funding through sponsorships and fundraising activities.
- **Leveraging existing partnerships:** Continuously assess and identify opportunities to maximise the value of existing partnerships. Collaborate with partners on joint initiatives and projects that benefit both parties and advance the mission of IABC Victoria.
- **Event partnerships:** Coordinate with Event and Brand Chairs to secure event-specific partnerships and in-kind arrangements e.g. venue hire, event photography and videography etc. Ensure that partners receive exposure and recognition at IABC Victoria events.
- **Partnership agreements:** Draft, negotiate, and manage partnership agreements, ensuring that all commitments and expectations on both sides are clear and met. Monitor compliance and report on partnership performance.
- **Communication and reporting:** Maintain regular communication with the IABC Victoria Board and report on partnership activities, progress, and opportunities. Keep the Board informed about the impact of partnerships on the organisation.

**Shared responsibilities:**



- **Fiduciary responsibilities:** ensure the sound management of IABC Victoria's financial resources, uphold the highest standards of financial integrity and safeguard the interests of IABC Victoria and its stakeholders.
- **Supporting the Bronze Quills and Oration:** Collaborate with the Events Chairs and Board to provide support in the planning and execution of the Bronze Quills and Oration, contributing to its success and ensuring excellence.
- **Administration**
  - Lead volunteers as required, collaborate with the Board to mutually deliver Key Responsibilities, deliver handover with successor.
  - Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand accurately and effectively.
  - Adhere to IABC's Code of Ethics, and the Consumer Affairs Victoria Association's Incorporation Reform Act 2023 'Rules for IABC Victoria'.

**Skills and qualifications:**

- Strong communication, negotiation and relationship-building skills.
- Ability to think strategically and develop a comprehensive partnerships strategy.
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organisational and project management abilities.
- Familiarity with IABC or similar professional organisations is a plus.

Note: IABC membership is required to be a Board member. A person is eligible for IABC membership if they are:

- a) A professional communicator
- b) An academic in a communication discipline, or
- c) A student of a communications discipline at a tertiary institution as determined by the IABC,

and they support the purposes of the Association.

**Time Commitment:**

- 1 x monthly 2-hour face-to-face board meeting
- 1 x 1-hour fortnightly Work-In-Progress meeting
- Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction.
- Delivery of Key Responsibilities (~ 4 hours per week).

**Note:** This position description is intended to describe the general nature and level of work expected of the Partnerships Chair.

**How to Apply:**

To apply, please complete the nomination form explaining your qualifications and your interest in the Partnerships Chair, and send this along with your CV to [president@iabcvic.com.au](mailto:president@iabcvic.com.au) AND [vicepresident@iabcvic.com.au](mailto:vicepresident@iabcvic.com.au). IABC Victoria is an equal opportunity organisation. We encourage applications from individuals of all backgrounds and experiences.