



CANDIDATE INFORMATION PACK

Partnerships Manager
Stewart House



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Role Summary

Organisation:

Stewart House

Location:

Curl Curl, NSW (onsite)

Job Title:

Partnerships Manager

Job Type:

Full-time permanent role

Reports to:

Chief Executive Officer

Expected Salary:

This role offers a salary range of \$100,000-\$120,000 plus superannuation and salary packaging. While this range guides our search, we encourage suitably skilled candidates to apply and welcome conversations with applicants whose salary expectations may sit outside this range.

Direct Reports:

Nil

[The full position description can be found here.](#)

Background Information

For 95 years, Stewart House has supported vulnerable children across NSW and the ACT through life-changing health, education and wellbeing programs. Located on a unique and inspiring campus in Curl Curl, Stewart House provides wholistic residential care for 1600 children each year with the opportunity to reconnect, rebuild confidence and experience care in a safe and nurturing environment.

Under new leadership and with a renewed strategic direction, the organisation is entering an exciting period of rebuilding. There is strong momentum, a values-led culture and a real appetite to strengthen relationships across the community, corporate, philanthropic and government sectors. This is an opportunity to join a committed, warm and collaborative team making a meaningful difference every day.

The Stewart House Mission

To provide for children in need from NSW and ACT public schools, a residential program of up to 12 days duration where educational and experiential learning is embedded within a health and wellbeing framework.

The Stewart House Vision

To enable all the children who come to Stewart House to:

- Have a wide range of rich and rewarding experiences
- Be inspired to see beyond their present circumstances
- Have real hope and positive aspirations for their future.



Find out more [about Stewart House on their website.](#)

Read about [the Stewart House governance here.](#)

Check [the Stewart House ACNC profile.](#)

Key Responsibilities

This newly created role will establish and grow partnerships at Stewart House. Reporting to and working alongside the CEO you will build meaningful and strategic relationships across corporate, philanthropic, trusts and foundations, and government sectors. You will lead relationship development activity, strengthen existing partnerships, and help design the systems and approach needed to grow long-term, sustainable income.

This is an exciting role for someone who thrives in a hands-on office-based environment, enjoys building structure and process, and is motivated by creating lasting partnerships that deepen impact for children.

You will also:

- Develop and manage a pipeline of new partnership opportunities
- Strengthen and steward relationships with existing partners
- Prepare compelling proposals, pitches and partnership collateral
- Contribute to a new grants pipeline and supporting submissions
- Represent Stewart House confidently with senior stakeholders
- Work collaboratively across the organisation to align partnership priorities
- Establish a robust CRM system, processes and reporting frameworks to ensure scalable growth and accountability



The Candidate

You are a relationship-focused professional who enjoys connecting with people from all walks of life. You may come from the not-for-profit sector, corporate partnerships, business development or fundraising, and bring an ability to build trust quickly and communicate with confidence and warmth. You are motivated by mission, able to think strategically while working hands-on, and comfortable shaping a role in an evolving organisation.

You have:

- A track record of meeting or exceeding financial targets within fundraising, partnerships, or business development
- Strong relationship-building skills with the confidence to engage senior leaders
- Excellent written and verbal communication, including proposal or grant writing skills
- Proactive approach with the ability to identify and pursue opportunities and build pipelines
- Ability to work autonomously, solve problems and create structure where needed

The successful candidate will require current working with children and police checks and a NSW Driver's License.

[To apply, please follow this link to the NGO Recruitment website.](#)

Next Steps

Your Application:

- Please [read the complete position description](#) and [follow this link to apply online](#).
- As we have a rolling model of recruitment there is no closing date for this role, and we recommend you apply as soon as possible.
- With your application, please include your CV and a cover letter that addresses the skills required section of the advertisement.
- Receipt of your application will be acknowledged and you will receive updates as you move through the process, including if you have been selected for interview.

FAQs

What is the close date for applications?

As we have a rolling model of recruitment, we assess applications as they are submitted; this means that we do not recruit to closing dates and recommend you apply to the opportunity as soon as you can to ensure you don't miss out. [Please use this link to apply.](#)

Is my background suitable for the role?

Our clients brief us extensively on their roles; when writing the advertisements, we take great care in outlining the brief and gaining our client's approval before publishing. When considering your experience and suitability for a role, we encourage you to have a close look at the "Key Responsibilities" page; if you identify with what's outlined, please submit your application.

We recommend thoroughly reading the "Candidate" page of this document when writing your 1-2 page cover letter, as we have included the key essential competencies of a successful candidate there.

Once candidates are shortlisted, the client or role may require a more detailed response to the selection criteria within the job description; we find this saves you time on the application process.

Can you tell me more about what the client is looking for?

The best way to self-assess your suitability for the role is to [read through the full position description](#), the "Key Responsibilities" and the "Role" sections of this document.

We have in-depth discussions with any successful candidates and provide you with a full brief before any interviews you may have with our client.

Can you consider someone part-time?

No. This is a full-time role due to the scope of work required.

Can you tell me more about the client?

To get to know the client a bit better, we encourage you to [visit the Stewart House website](#) and [explore their LinkedIn page](#).

When is the start date?

Recruitment has commenced for this role, which means our client is ready to select the right person; this should happen within the coming weeks as we move through the process. Clients prefer that the successful candidate starts as soon as they have worked out their notice period, however the start date is usually able to be negotiated.

Location/can you consider a remote worker?

No, This role requires the candidate to be based in the Sydney region working from the office and meeting with new and established partners and donors.

Salary guide

This role offers a salary range of \$100,000-\$120,000 plus superannuation and salary packaging. While this range guides our search, we encourage suitably skilled candidates to apply and welcome conversations with applicants whose salary expectations may sit outside this range.

What are the key objectives for the board/future direction of the organisation / key challenges in the role / is it a newly created role / why is the position available etc.

We will answer these sorts of questions as part of the discussion we have with the identified candidates of interest; however, we use the advertisement's tone to indicate if the client has a growth agenda or is looking for someone to bed down current programs. If it is a newly created role, we will state this within the advertisement or position description. Any research you may have done through the suggested channels above will also give you insight into the intentions for a role within their organisation.