



## Chief of External Engagement - POSITION DESCRIPTION

### ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs (YAIA) is Australia's largest not-for-profit organisation dedicated to connecting and engaging the next generation of leaders in international affairs and to building the high calibre leaders necessary to navigate Australia's future in the Indo-Pacific century. YAIA is a company limited by guarantee and a registered charity with the Australian Charities and Not-for-profit Commission (ACNC).

### ABOUT THE ROLE

The Chief of External Engagement (CEE) is responsible for increasing awareness and engagement of YAIA within the corporate, academic, government and not-for-profit sectors, to increase the organisation's portfolio of supporters, partners and funding streams. They will work closely with the Chief Executive Officer (CEO) to lead on the organisation's engagement with stakeholders and coordinate external outreach to support a variety of projects and strategic initiatives across the organisation. They will lead the Partnerships portfolio and delegate external engagement work and outreach. They will ensure the organisation is engaging in meaningful relationships with our key partners and consider strategic alignment for new sponsorship opportunities.

Reporting to the CEO, the CEE is a key member of the Senior Executive team (composed of the Chief Executive Officer, Chief People Officer, Chief Financial Officer, Chief Operations Officer and Chief Events Officer) and the Extended Leadership Team (which includes the Senior Executive team, Directors and Senior Officers).

### KEY INFORMATION

<b>Title:</b> Chief of External Engagement (CEE)	<b>Length of Appointment:</b> 12 months (3 months probation period)
<b>Reports To:</b> Chief Executive Officer	<b>Commitment:</b> 8 hours per week (approximately)
<b>Role Type:</b> Voluntary - volunteers will not be remunerated for their time	

## ROLES AND RESPONSIBILITIES

Task	Description	% of Role
<b>Writing, proofreading and editing</b>	<ul style="list-style-type: none"> <li>● Draft and refine the creation of outreach products to support YAIA's communication with external stakeholders.</li> <li>● Write grant proposals, sponsorship prospectuses, and partnership sponsor proposals in conjunction with the CEO and CFO (and Senior Executive review where necessary)</li> <li>● Delegate, proofread and edit outreach products and other materials that are created by the Partnerships team.</li> </ul>	25%
<b>Networking and relationship management</b>	<ul style="list-style-type: none"> <li>● Lead ongoing relationships with a range of individuals and organisations in international affairs, to enhance YAIA's external engagement across various sectors.</li> <li>● Initiate new relationships and strategically execute 'lead generation strategies'.<sup>1</sup></li> <li>● Utilise current sector networks to support YAIA's growth and partnerships strategy.</li> <li>● Pitch to potential investors, donors and corporate partners in conjunction with the CEO.</li> <li>● Demonstrate strong communication and organisational skills to brief the Senior Executive team.</li> <li>● Maintain regular contact with the CEO by adhering to the 24hr react/response policy.</li> <li>● Manage YAIA's Engagement mailbox.</li> </ul>	25%
<b>Team Coordination</b>	<ul style="list-style-type: none"> <li>● Lead the Partnerships portfolio to ensure tasks are appropriately allocated and completed to a high standard.</li> <li>● Escalate any portfolio issues to the CEO and triage work amongst the officers, directors and adjacent portfolios to ensure any allocated work is completed within agreed timeframes.</li> <li>● Attend fortnightly Senior Executive meetings, monthly Executive Leadership Team meetings, Chair fortnightly partnership team meetings, engage in 1:1's with partnership team members and attend fortnightly 1:1 meetings with the CEO.</li> <li>● Provide regular reports to the CEO and Senior Executive team</li> </ul>	20%
<b>Planning and Research</b>	<ul style="list-style-type: none"> <li>● Work with the CEO to develop strategic partnership proposals that support long-term funding plans for the organisation.</li> </ul>	20%

<sup>1</sup> Lead generation strategies are the methods you use to attract potential customers to your business/organisation. These strategies help you connect with people who might be interested in what you offer, turning them into potential leads.

- 
- Work with the CEO to develop strategic frameworks to expand the potential of partnerships and outreach, including pitch decks, value proposition frameworks and cases for support.
  - Create and maintain an external engagement framework to ensure stakeholder engagement is accurately tracked and maintained.
  - Conduct regular market analysis, outreach for partnerships and grant prospects.

---

**Representation**

- Represent YAIA externally by communicating and interacting with members of the international affairs community and key sectors for engagement.
- Actively promote the work of YAIA, with the intention of expanding our partnership networks.

10%

---

### KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent leadership and interpersonal skills
- ✓ Demonstrated ability to think and plan strategically
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high level stakeholders
- ✓ Demonstrated experience communicating with stakeholders

### DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for-profit organisation
- ✓ Previous experience in volunteer management

### OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents
- ✓ Aged between 18 and 30 years of age
- ✓ In Australia, on a work and/or study visa

### INTERESTED?

Applications for the position of CEE should be addressed to Zuzanna Kaczynska, Chief People Officer, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to [people@youngausint.org.au](mailto:people@youngausint.org.au) (with [cpo@youngausint.org.au](mailto:cpo@youngausint.org.au) cc'd).

We encourage you to apply as soon as possible, as interviews will be conducted on a rolling basis. Here is a link to our FAQ: <https://www.youngausint.org.au/join-us>.

Shortlisted candidates will be contacted for an interview (via Google Meet).