



Community Partnerships Manager: Position Description

Reports to: The Women's Circus Executive Director.

Works with: This position works regularly with the other Women's Circus core staff as well as project-based artists, creatives and community stakeholders and participants.

Location: This position will primarily be based at the Women's Circus venue in West Footscray, however there is some flexibility for working remotely where possible.

Hours: This is a part time position 0.4 EFT, 2 days a week. Standard hours are within Monday – Friday, 9am-6pm, with a lunch break, although actual hours worked are flexible and may be worked over multiple days. Additional hours or weekend work may be required in peak project delivery but will always be discussed in advance.

Remuneration: \$71,136 pro-rata, per annum plus Superannuation and all entitlements.

Term: 12-month contract from July 2025 to July 2026 with the possibility for renewal.

About Women's Circus

Women's Circus is a not-for-profit arts organisation dedicated to offering a year-round social circus program and producing socially engaged circus works. Our mission is to empower people of marginalised genders to shape community and culture through circus, fostering collaborations between community participants and professional artists.

Women's Circus Employment Policy

Women's Circus is committed to creating a workplace that supports those from marginalised genders to thrive. We only provide employment for people who belong to a marginalised gender. You can view our Gender Inclusion Policy [here](#).

Women's Circus provides flexible employment and actively supports people with a family or other working obligations and creative pursuits.

We strive to create work environments that support the physical, mental and emotional wellbeing of employees and acknowledges the diversity of lived experiences as valuable to our organisation.

We strongly encourage applications from trans and gender diverse community members, people of culturally and linguistically diverse backgrounds, First Nations people and people with disabilities.

Role Overview

The Community Partnerships Manager will be responsible for identifying and developing community partnerships in alignment with organisational values and strategic goals.

In collaboration with the Executive Director, the Community Partnerships Manager will develop and deliver a community engagement strategy and drive initiatives to enhance the organisations engagement with community partners and priority groups and meet the organisations financial objectives.

Collaborating closely with the Executive Director, this role will play a pivotal part in securing funding, including identifying funding sources, grant writing and fostering strong relationships to support the organisation's mission and programs.

This role will also seek identify and nurture relationships with potential donors and supporters of the circus and contribute to meeting the organisations fundraising and development goals.

All Women's Circus roles take an active part in our vision to empower people of marginalised genders to shape community and culture through circus. By:

- Championing genuine and meaningful engagement, participation and representation of marginalised individuals and communities in circus.
- Participating in the creation of a robust, sustainable, and healthy organisation and working culture.
- Creating programs and partnerships that create positive lasting and reverberating impact for individuals, communities and the organisation.

For this position, it means:

- Seeking out community partners, donors and supporters which align with and promote our values and priorities.
- Ensuring that our community engagement and philanthropic programs support the communities we seek to empower.
- Ensure the ongoing sustainability of Women's Circus through positive lasting relationships.
- Promoting and role modelling a culture of safety and positive wellbeing.

Key Tasks

Community Engagement:

- In collaboration with the Executive Director, develop and implement community engagement strategies aligned with the organisation's goals and objectives.
- Identify and develop appropriate community partnership opportunities, including building and nurturing relationships with local businesses, organisations and schools in alignment with the organisations values and mission.
- Contribute to development of community engagement projects.
- Contribute to the development of evaluation frameworks and reporting outcomes for community partnership projects.
- Maintain up to date database of community partnership contacts in CRM database Airtable.

Fundraising & Development:

- Identify and pursue funding opportunities from government, philanthropic foundations, corporations, and individual donors and work closely with the Executive Director on the submission of grant proposals.
- Stay updated with current trends in fundraising, emerging issues, and opportunities to inform fundraising strategies.
- In collaboration with the Executive Director and Marketing and Communications Manager, contribute to the development of fundraising campaigns and initiatives to meet the organisation's financial objectives.

Selection Criteria:

Essential:

- Experience in building successful community partnerships and contributing to strategic goals through community engagement.
- Strong relationship-building skills: proven ability to manage strategic relationships
- Excellent written and verbal communication skills, with experience in grant writing and proposal development.
- Ability to work independently and collaboratively in a fast-paced environment, ensuring the smooth flow of information internally with staff and externally with stakeholders.
- Strategic thinker with the ability to develop and implement effective fundraising strategies, aligning with the organisation's overall strategy.
- Understanding of and experience working with community engaged practice.

- Experience in fundraising and development including successfully securing grants and donations.

Desirable:

- Knowledge of the arts sector, particularly in circus or performing arts.
- Grant writing experience.
- Experience working with diverse stakeholders, including government agencies, foundations, corporate and community partners.
- Familiarity with CRM system Airtable.
- Experience managing projects.

Applications:

You can apply by addressing the selection criteria in any of the following ways:

- Written (1-2 pages)
- Video (less than 10mins)
- Audio (less than 10mins)
- Auslan video (we can arrange interpretation of your video if needed - please contact us)

Your application should introduce yourself, address the selection criteria, provide examples of your work and respond to the four points below:

- What excites you about this role and joining the team at Women's Circus?
- What can you bring to this role that will support the success of the team?
- How did you contribute to a work culture that you have enjoyed being a part of?
- Is there anything you would like us to know about how you work would like to take on this role?

Please also provide CV/Resume (maximum 2 pages) to support your application.

Applications are open until 5pm Friday 20 June.

Applications can be addressed and sent to Women's Circus Executive Director, Pippin Remi at execdirector@womenscircus.org.au. Applications will be assessed as they are received. All applicants will be notified of the outcome of their application.

We encourage anyone who needs specific services, support or would like to discuss how they can fully engage with the application or interview process to contact us.

Interviews will be held online on Thursday 26 June 2025. Please advise us in your application what times you are available on that day or if you are not available on that date.

Deadline and Softline: If you are unwell or experience an unexpected interruption that means you will not be able to meet the closing deadline, please get in touch to discuss an extension. You do not need to disclose the reason for the extension.

Women's Circus acknowledges the Kulin Nation as the traditional owners of the land on which we meet, train and create and recognise their continuing connection to land, waters, communities and culture. We pay our respect to Elders past and present and through them to all Aboriginal and Torres Strait Islander peoples. Sovereignty was never ceded. Always was, always will be Aboriginal land.