



POSITION DESCRIPTION

Title: Supporter Engagement Coordinator

Reports to:

Executive Director

Reporting to Same Manager:

Marketing and Fundraising Manager
 Reconciliation, Advocacy and Education Manager
 Programs Director
 Finance Director
 Partnership Officers
 Executive Assistant
 Librarian

Position Summary

The position is intended to strengthen ABM's engagement and fundraising capacity in relation to its broad and diverse support base within the Anglican Church of Australia. Working closely with the Marketing and Fundraising team, principal functions of the position are:

- Overseeing the implementation of a fundraising engagement strategy which enhances ABM's key supporter relationships and the income generated
- Mentoring the Board, staff and volunteers in their respective contributions within the strategy
- Leading on high level strategic fundraising planning
- Implementing key fundraising opportunities and events which target mid-level and major donor development
- Implementing a Capital campaign fundraising strategy
- Contributing to the work of the Marketing and Fundraising team in seeking to leverage current and future income generating activities such as
 - a) Acquisition of new donors, conversion of non-donors to donors, cultivation of current donors and reactivation of lapsed donors
 - b) Development of measurable goals and high impact targets and be held accountable for them
 - c) Research and related analytical activities to improve fundraising performance

Experience and Competencies

- 3 + years of experience in the fundraising sector
- 3 + years of experience in not for profit /for purpose organisation
- An entrepreneurial and growth mindset with a proactive approach and enthusiasm to problem identification and solving
- Strong communication skills both written and verbal
- Ability to communicate results, key learnings, and areas of opportunities
- Ability to motivate and mentor people
- Exceptional research skills with an ability to distil complex ideas into actionable recommendations
- The ability to think strategically and analytically
- Ability to organise and prioritise multiple projects and deadlines with minimal oversight
- Exemplary planning and administrative skills
- Ability to generate and implement supporter fundraising initiatives
- Confident and competent in a range of public speaking settings
- Knowledge of and sympathetic to the values and ethics of the Anglican Church of Australia



Key Challenges and Responsibilities

1. Development and implementation of a successful fundraising strategy
2. Oversight and Strengthening of ABM's promotional engagement with its various stakeholders
3. Enhancement of ABM as a brand
4. Compliance with regulatory requirements – ACFID and DFAT

Who we are

The Anglican Board of Mission (ABM), is the national mission agency of the Anglican Church of Australia, and works with overseas and Aboriginal and Torres Strait Islander people and communities.

We have a holistic view of God's mission. We work with Anglican Church partners and others to see lives empowered and transformed spiritually, materially and socially.

ABM is accredited with the Department of Foreign Affairs and Trade (DFAT) for its Community Development Program and is a signatory to the Australian Council for International Development's (ACFID) Code of Conduct.

Statement of values

ABM's mission is to help the Anglican Church and the wider community realise and respond to the call for each of us to be part of God's hope for the world. ABM's vision is that it wants to see people everywhere experience the wholeness of life God offers in Jesus Christ and to this end support our partners as they participate in God's mission.

ABM has identified the following values as guiding all aspects of its work:

- Faithfulness to GOD;
- Integrity in all aspects of our work;
- Respect for the created order and human dignity;
- Wise Management of our resources;
- Creativity and hard work; and
- Relational reciprocity.