**Position Description: Supporter Relationships Manager**

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| Position Title | Supporter Relationships Manager |
| Location: | Chatswood; Sydney |
| Reports to: | Head of Supporter Engagement |
| Work type | Ongoing; 4 days or full time |

**About WorldShare**

WorldShare is a Christian aid and development organization that has been operating since 1943. We believe that God is the defender of the vulnerable and calls us to help those in need. Motivated by Jesus’ call to love our neighbour, we support local Christian partner organisations in developing countries around the world.

Our vision is to see lives transformed as people connect to love like Jesus. Together, we restore hope and life to the outcast and forgotten. We assist our partner organisations in their programs which care for the marginalised by protecting children, empowering women, providing education and health care and demonstrating the love of God. We bring Australian supporters together to resource and encourage our overseas partners through generous giving, faithful prayer and overseas partner visits. We focus primarily on international aid and development - on protecting and helping those who are marginalised, mistreated and oppressed in developing countries.

**Role Purpose**

The Supporter Relationships Manager leads and inspires new and existing supporters to connect deeply with WorldShare and its international partners through giving, learning, visiting and prayer. This role will develop and manage existing and potential major supporter, bequest prospect and organisation relationships. This role is responsible for helping to develop and grow a major gifts program and high-value relationship fundraising.

**Key Responsibilities**

The Supporter Relationships Manager will be responsible for:

* Assisting in the development of Major Gifts strategies
* Soliciting donations of $5,000 and higher from existing WorldShare supporters
* Managing major supporter relationships
* Implementing and managing major gifts programs
* Reporting on funding impact to major supporters
* Ensuring supporter records are kept updated within the chosen CRM
* Identifying and using data analysis that can be used to drive the major supporter process
* Leading major supporter efforts, personally cultivating and soliciting supporters, developing and implementing supporter plans and activities to drive fundraising
* Providing regular, timely internal donor data to the Head of Supporter Engagement that compares performance to targets, budget and to the previous year or other benchmark
* Coordinating major supporter participation in partner events within Australia and internationally
* Maintaining, promoting and leading the Christian values of the organisation

**Key Attributes**

# We are looking for someone with the following skills, qualities and experience:

Required

* Alignment with WorldShare's Christian mission and vision, ability to participate in Christian activities at WorldShare including times of prayer and a commitment to international aid and development in a Christian environment
* Ability to communicate with a diverse range of stakeholders
* Experience in maintaining networks and developing partnerships
* Negotiation, facilitation and networking skills
* A people person, with a passion to serve our supporters and build mutually beneficial relationships
* Well-developed communication skills and ability to present and pitch at public events at both small and large gatherings
* Known as a person of integrity. Perceived as honest, trustworthy and seen as someone who operates in the best interests of the organisation and the larger community or cause
* Ability to work independently to tight deadlines and strong time management skills

Preferred

* Sales, relationship and networking experience
* Demonstrated knowledge and experience within the NFP sector, including experience in leading fundraising strategies
* Proven experience in working with supporters and building relationships
* Financial management experience
* Project management skills including the ability to manage multiple tasks, competing priorities and complete assignments within timeframes
* Experience with helping inspire people to live their God-given potential