



## Position Description:

### Marketing & Partnerships Coordinator (FTE 1)

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IJM Australia

#### Who we are

**International Justice Mission (IJM)** is the global leader in supporting governments to protect vulnerable people from violence. Our team of 1,200+ professionals are at work in over 25 countries across Asia, Africa, Europe, Latin America and North America. Together with government, corporate, civil society, community and survivor leader partners, we are catalysing a global movement that will rescue millions, protect half a billion and make justice unstoppable.

International Justice Mission Australia, established in 2014, partners with IJM Global to deliver justice programs overseas and grow the movement of Australians seeking justice for the oppressed.

#### The Values

IJM is Christian, Professional and Bridge Building. Our Christian value manifests not only in our motivation but in our culture and work environment, including daily devotions, stillness and prayer.

#### The Job Position

IJM Australia is seeking a Marketing & Partnerships Coordinator to join the team. We have audacious goals leading up to 2030 to achieve the mission of protecting 500 million people by 2030. This role will play a huge part in making that happen by being a support to the entire fundraising department. It is also a wonderful opportunity to experience all areas of marketing, partnerships and relationship management with supporters and churches.

Reporting to the Chief Marketing & Partnerships Officer, but working alongside all 12 colleagues of the department, the Coordinator will be responsible for:

- Event Management & Production (including small in office events for supporters to large events such as State Benefit Dinners). This includes venue selection, managing all vendors, creative input, support in content creation etc.
- General support of three of the Divisions within the fundraising team (Marketing, Major Donor relationships and Church Partnerships). Specific responsibilities within this are, but not limited to:
  - Briefing and management of Corporate Partnership Reports, Annual Report and Major Donor Proposals to the creative agency
  - Support in developing presentations
  - Support in mail outs for fundraising appeals and campaigns
  - Phone calls to mid/major supporters for various relationship touch points
- Support the management of market research and focus groups
- Keep abreast of marketing & partnership trends whilst sharing innovative ideas that support or could be implemented within the fundraising team

## **Skills, Experience and Attributes**

To be successful in this position you will have:

- A deep conviction for justice and ending slavery
- Minimum 2-3 years of professional experience in a marketing, partnerships or relationship management focus
- Excellent listening, written and oral communication skills
- Ability to hold multiple projects at a time
- Some experience in event management or participation in event management from a logistical viewpoint
- Self-motivated, driven but relational
- Able to work well across teams and support multiple stakeholders
- Have experience with or ability to learn Salesforce, Autopilot and other MarTech

## **What we offer:**

- An inspiring work environment. Your work makes a difference in the lives of the thousands of clients IJM is serving. You are part of a passionate global team of professionals - characterised by an atmosphere of personal involvement and determination to bring justice, transform communities and end slavery
- Opportunity to professionally develop your skills & attributes
- Leadership opportunities through leading and developing a team
- Opportunity for spiritual formation
- Salary is determined by our remuneration policy and years of qualified experiences

## **Interested?**

Please send a one-page cover letter outlining your suitability for the position including your demonstrated commitment to IJM Australia's values as detailed above, along with your current CV to [recruitment@ijm.org.au](mailto:recruitment@ijm.org.au).

IJM Australia is interviewing and recruiting for this position as applications are received, so we encourage you to apply as soon as possible.