

Position Title:	Church Engagement Coordinator
Reports To:	Marketing Manager
Department:	Marketing & Fundraising
New/Existing:	New
Position Type	Full-time

The Position

Strategic Purpose

The Marketing & Fundraising Department supports the strategic aim of financing The Leprosy Mission Australia (TLMA) and generating abundant and sustainable finances to facilitate programs and empower our implementing partners to deliver the global Triple Zero strategy through:

- Investing in meaningful engagement with Australians, through fundraising and merchandise activities
- Achieving a strong return on investment (ROI)

The Church Partnerships Coordinator's role is to facilitate churches and groups committing to financially supporting people affected by leprosy on a regular basis. It is to be empowering churches and groups to realise how they can live out their Christian faith as they seek to help defeat leprosy and transform lives.

Job Purpose

The primary focus of the Church Engagement Coordinator is to build and maintain relationships with churches and groups. Through your proven networking skills, you will connect with local leadership to discuss opportunities and develop partnerships. As a skilled public speaker, you will present the messages of TLMA through speaking at groups and churches and build our support network.

Responsibilities

- Develop a strategy to identify and classify prospective groups with the objective of obtaining support for the mission and objectives of TLMA
- Making both over the phone and in person contact with groups in the TLMA database in order to build relationship and support fundraising efforts
- Meet prospective and existing partner groups to promote the mission of TLMA and engage their members to respond by providing financial support
- Speaking to the churches' mission committee to raise awareness regarding people affected by leprosy, the work of TLMA and the need for financial support
- Finding speaking opportunities with community groups including churches, church fellowship groups, secular groups (like Rotary or Probus) to generate fundraising income within the community.
- Presenting talks that effectively share the key messages of TLMA and generates financial supporters and partnership engagement

- Take a lead on staff devotional times, including recommending resources and leading devotions at staff events
- Analyse performance of events against budget and provide reports on all event activity

Knowledge and Skills

Essential

- Minimum of 3 years' experience in a similar role
- An understanding of and ability to operate within the Christian based beliefs, vision, mission and values of TLMA.
- Experience in public speaking, delivering a clear and concise message with effectiveness
- Experience in community fundraising and engagement
- Results orientated – committed to achieving targets
- Pro-active and highly motivated self-starter
- An understanding of and experience in Christian communities in Victoria and around Australia
- Strong desire to share the vision, mission and values of The Leprosy Mission
- A demonstrated ability to tell stories in a powerful way with asks for financial support
- Well-developed problem solving and initiative skills.
- Excellent phone manner and active listening skills.
- Highly developed interpersonal skills, including but not limited to patience and understanding
- Ability to work remotely
- Excellent organisational and administration skills, including accuracy in data entry and proficiency with MS Word, Excel, Outlook.

Beneficial

- Some prior or current theological study

Special Requirements

Safeguarding

- TLMA has a zero-tolerance policy towards any abuse, neglect and exploitation to all people. The postholder should have signed and must comply with all TLM organisational policies, including the Child and Vulnerable Adult Protection Policy and Code of Conduct.

Eligibility

- Permanent permission to work in Australia
- Be prepared to provide National Police Check and Working with Children Check
- Valid and current driving licence
- Meet all local, provincial and national statutory requirements

Auxiliary