

## Partnerships Manager

<b>Title</b>	Partnerships Manager
<b>Location</b>	Melbourne Abbotsford office, with part WFH an option (remote will be considered)
<b>FTE</b>	4 to 5 days per week
<b>Reports to</b>	Marketing & Communications Manager

### Position Summary

A proactive, energetic and driven individual, you will spearhead Anglican Overseas Aid's growth in income from Major Donors and bequests and establish and build partnerships with large Anglican churches. With a demonstrated history of relationship-building with both individuals and organisations, you will use your strong communication and partnership-building skills to identify opportunities, engage, and through the quality of AOA's work, transition individuals and organisations into financial supporters. The ability to communicate how each supporter can enable positive change through their financial support and the consequential impact in the lives of people living in poverty will motivate and drive you.

In consultation with the Marketing and Communications Manager, you will develop an annual engagement plan and proactively drive its implementation to increase both the number of supporters in your allocated segments and their donations.

You will be adept at proactively managing a supporter database to create clear segments of donors based on their needs and focuses. Driven by supporter insights, you will display a fascination with the underlying values and the "why" of supporter motivation.

The position holds prime accountability for income targets associated with Major Donors, Churches and Bequests.

You will produce key donor impact reports to deepen engagement and support both individuals and churches in their response to poverty and injustice. With deep knowledge and strong relationships within the Anglican Church, you will coordinate and motivate a group of volunteers to speak at smaller churches, broadening AOA's reach and maintaining AOA's engagement.

Highly proactive and organised, you will display high levels of stewardship to ensure high returns on investment on initiatives.

Along with all other staff, you will understand and meet the ACFID Code of Conduct. Operating within a small organisation, the Marketing & Communications team works flexibly together to manage whole-of-team accountabilities and work requirements as they arise.

### About you

Your personal ethos aligns with AOA's faith-based work, and you have a passion for making a difference in the world.

You display excellent interpersonal skills to work effectively in small teams and work respectfully and knowledgeably in cross-cultural and Christian contexts.

You are skilled and capable, ethical, highly adaptive to change and results-driven. You are proactive, with a 'can do' attitude, and thrive under constant delivery timelines.

You seek out improvements, never satisfied with the status quo.

A broad role, the successful applicant could come from a variety of vocations including but not limited to:

- Fundraising
- Pastoral / Clergy

- Marketing & Communications
- Business Development
- Education.
- International / Community development

Interested applicants should consider the purpose of the role and how their experience could relate to achieving the desired outcomes, rather than being dissuaded by technical terminology. In essence the focus of the role is engaging with people and churches and supporting them to support the transformational work of Anglican Overseas Aid.

### Key Selection Criteria

- The ability to develop an annual engagement plan and proactively drive its implementation to increase both the number of supporters in the allocated segments and their annual donations, enabling the maximum number of people to benefit from AOA's programs.
- Strong planning and project management skills, including a demonstrated ability to manage multiple priorities, work independently, meet deadlines and maintain accuracy.
- Outgoing, relational communication style that enjoys engaging others.
- Financial acumen combined with high emotional intelligence.
- Sound theological understanding enabling effective and sensitive engagement across all segments of the Anglican church.
- A positive, supportive and flexible attitude with an ability to work well in a small organisation, working collaboratively with others while also managing own workload to deliver on deadlines.
- Excellent written, verbal and interpersonal skills and ability to work effectively in teams, respectfully, and communicate across both church and organisational contexts.
- Ability to work within the ethos of Anglican Overseas Aid as a faith-based development agency and to work constructively with Anglican and other partners.

### Desirable

- Experience working within the Anglican church or as part of a Christian faith-based organisation.
- Understanding of the Anglican Church and its relational networks.
- Expertise and/or knowledge of key thematic areas: e.g., climate, self-reliance, gender equality.



## Organisational Context

### About Anglican Overseas Aid and its Values

Anglican Overseas Aid (AOA) is an overseas relief and development agency associated with the Anglican Church of Australia. Together with the broader Anglican community, we work together for God's renewed creation, free of poverty.

Anglican Overseas Aid works with like-minded partners to deliver grassroots community development projects across Africa, the Middle East, and the Asia-Pacific. These projects are funded by private and institutional donors, including the Australian Department of Foreign Affairs and Trade (DFAT). AOA is fully accredited with DFAT and is a member of the Australian Council for International Development. In addition, we are a member of the ACT Alliance and CAN DO (Church Agency Network Disaster Operations). At AOA, we seek to communicate the impact of our work to supporters and institutional donors, raising much-needed funds, enabling the work of our partners to continue.

As a Christian organisation, we have a deep commitment to the vision and core values of AOA. We seek to reflect Christ-like values in leadership and service and enhance our faith-based orientation in the sector.

### Our values

We are a small, hard-working and passionate team that take seriously our faith calling and work with global partners responding to poverty and injustice. We punch above our weight, have our finger on the pulse, and collaborate to achieve our mission. Team members commit to acting in a manner consistent with our values and culture.

Anglican Overseas Aid embraces the following values in thought, word and deed:

- *A Commitment to the poor:* the Bible compels us to remember people who are living in poverty, to be generous and address the underlying causes.
- *The dignity of all people:* our work pursues the dignity, equality and inclusion of people experiencing poverty and marginalisation, with a particular focus on women.
- *The restoration of all creation:* the Bible compels us to be good stewards of creation and partner with God's work of renewal.
- *The Church as light in the world:* God works through the Church as light in the world to bring good news, justice and love.
- *Integrity and accountability:* we are called to be wise and act with integrity with the abundance we have been given.

### Our passion

- We long to see the world as God designed it to be – renewed and restored.
- We recognise our attitudes and actions impact people around the world, especially those facing poverty, exacerbated by the impacts of climate and inequality.
- We have a love for the poor. That's why we choose not to walk past our neighbour.
- We connect Australian Anglicans with our partners: global neighbours with a shared faith.
- We are mindful of power dynamics and seek to find commonality with our partners to engage relationally towards shared goals.
- Hope pervades as, together, we imagine and work towards a renewed creation, free of poverty.

Accountability	Key tasks
1. Quality Management & Effectiveness	<ul style="list-style-type: none"> <li>• Maintain, enhance and implement appropriate professional standards, to comply with ACFID Code of Conduct, FIA and internal AOA standards.</li> <li>• Maintain data integrity to ensure that supporter communications are directed to the correct segments.</li> <li>• Proactively manage the CRM system to deliver greater supporter insights and facilitate effective communication and engagement.</li> <li>• Financially evaluate potential actions to effectively manage scarce resources and maximise ROI.</li> <li>• Produce key donor impact reports to build understanding and supporter engagement.</li> <li>• Respond to all church enquiries.</li> </ul>
2. Engagement Strategy and Implementation	<ul style="list-style-type: none"> <li>• In consultation with the Marketing &amp; Communications Manager, contribute to an annual engagement strategy.</li> <li>• Develop and implement key activities/events helping Anglicans in Australia to connect with AOA's Anglican partners overseas.</li> <li>• Lead relational engagement with Anglican churches in Australia.</li> </ul>
3. Project Management	<ul style="list-style-type: none"> <li>• Identify, recruit and manage qualified volunteers to speak at smaller Anglican churches.</li> <li>• Maintain a 12-month rolling project management schedule that informs all key deliverables, including key milestones and input dates.</li> <li>• Ensure all projects are delivered on time.</li> </ul>
4. Fundraising	<ul style="list-style-type: none"> <li>• Achieve income targets for allocated segments.</li> <li>• Increase the number of church partners</li> <li>• Increase the number of Major Donors</li> <li>• Implement a program to demonstrate to supporters the impact of including people living in poverty in their will.</li> </ul>
5. Organisational Citizenship	<ul style="list-style-type: none"> <li>• Work collaboratively with team members, role model AOA's Christian values and be a positive example for supporters, partners and staff.</li> <li>• Participation in staff corporate events (i.e. prayer day, staff gathering) as part of the spiritual life of AOA.</li> <li>• Participate in occasional supporter engagement events and activities.</li> <li>• Maintain responsibility and accountability for the achievement of timelines and deliverables allocated.</li> </ul>

## Impact and challenges

### Interactions

### Challenges

Time management

- Managing timelines to ensure projects and initiatives are delivered on time whilst balancing day-to-day organisational requirements.
- Communicating with Mkt & Communications manager to ensure role is not overloaded with new initiatives, placing the key deliverables at risk.
- Limitations in resources, people, systems, and processes occur in small organisations. (8 people at AOA)

Relational skills and people management

- Build positive relationships with staff, partners, churches and supporters, displaying a servant-hearted approach.
- Positively contribute to the ethos of Anglican Overseas Aid as a small faith-based development organisation.

## Knowledge, skills and experience required

### Knowledge/Qualifications

Qualifications in business/communications/theology or another related field.

Understanding of and commitment to adhere to equity, diversity, child safety, staff health and wellbeing principles.

A deep understanding of the Anglican Church and its various segments.

Ability to work within the ethos of Anglican Overseas Aid as a faith-based development agency.

### Skills

Strong ability in project management and ability to create an ongoing narrative that engages, educates and motivates supporters.

Ability to empathise with specific supporter segments and connect in a supporter-centric manner that speaks to their values and interest.

Ability to work with technical experts to elicit clear insights and expertise that can form the basis of communications.

Excellent interpersonal and relationship-building skills.

Ability to decipher policy documents and reports and implement key compliance requirements.

### Experience

Experience engaging with different age groups through communications.

Experience in achieving income targets.

Experience in cross-cultural communications.

Working within an environment that has significant regulatory requirements.

**Apply now**

Please send your CV, and a short cover letter that tells us about:

- Why this role resonates with you, and how your values align with AOA
- How your skills and experience align with this role
- Your cover letter should also include a brief response to the selection criteria.

Email applications to: [aoa@anglicanoverseasaid.org.au](mailto:aoa@anglicanoverseasaid.org.au)

### **Further Details**

See our website [www.anglicanoverseasaid.org.au](http://www.anglicanoverseasaid.org.au) for additional information on the agency's programs and communications activities.

AOA is a Child Safe Organisation, and the incumbent has undergone all required police clearance checks needed and is required to abide by AOA's Safeguarding Code of Conduct, Personal Code of Conduct and related policies.

The incumbent must have permission to work in Australia. The AOA office is Melbourne based however applications from people outside Melbourne will be considered as remote working is a possibility.