

Australian Churches of Christ Global Mission Partners



Position Description:

Position Title:	Regular Giving & Fundraising Coordinator		
Team:	Engagement Team		
Reports To:	Fundraising and Communications Manager		
Present Incumbent:	New Position	Date Reviewed:	August 14, 2024
Nature of Appointment:	0.6 FTE (3 days, Melbourne or Sydney)		

Objectives of the Position

- Develop and coordinate Regular Giving campaigns as part of the Engagement Team’s overall fundraising strategy.
- Manage the Regular Giving program from end to end, including the acquisition, retention and growth of regular givers as part of Global Mission Partners’ Supporter Journey strategy.
- Contribute to the coordination and delivery of fundraising appeals and the creation of compelling fundraising content and communications.

Key Outcomes

Priority Task	Outcomes
1. Regular Giving Program Coordination & Delivery	<ul style="list-style-type: none"> • Coordinate and deliver Global Mission Partner’s Regular Giving strategy to acquire, convert, upgrade, retain and reactivate regular givers across various best-practice channels. • Contribute to achieving Global Mission Partners supporter engagement goals to improve acquisition, engagement, retention and reactivation with a focus on regular givers and attrition management. • Analyse and report on the ongoing effectiveness of regular giving programs and activities, and champion new ways to grow regular giving.
2. Regular Giving Supporter Journeys & Retention	<ul style="list-style-type: none"> • Work with the Fundraising and Communications Manager and the Supporter Care and Events Coordinator to develop engaging supporter journeys that welcome, nurture, retain and encourage ongoing engagement, and help ensure these are implemented effectively. • Manage Global Mission Partners regular giving supporter journeys, creating relevant and engaging fundraising content. • Manage supporter data to ensure the effective implementation of regular giving activities. • Work with the Supporter Care and Events Coordinator to foster excellent donor relations while providing the regular giving service, including cancellations management, welcomes program and relevant supporter events.

Key Outcomes	
Priority Task	Outcomes
3. Regular Giving Program Growth	<ul style="list-style-type: none"> Develop, implement, and coordinate new activities across multiple channels to acquire new regular givers. Develop and coordinate upgrade, retention, and reactivation activities for regular giving. Develop and implement new ideas for regular giving lead-generation, acquisition, conversion, upgrade, and reactivation.
4. Fundraising Appeals	<ul style="list-style-type: none"> Contribute to the coordination and delivery of fundraising appeals Monitor campaign performance and provide regular updates to the team.
5. Communications	<ul style="list-style-type: none"> Contribute to the creation and delivery of compelling digital and non-digital content and communications as part of Global Mission Partners' fundraising strategy.

Requirements	
	1. Strong Fundraising and Communication Skills
	2. Highly organised, process-driven and the ability to meet deadlines.
	3. Strong team player
	4. Compliance with the GMP code of conduct.
	5. Commitment to work according to the Christian mission, vision and values of GMP.
	6. At the time of application, the successful applicant will already have the legal right to live and work in Australia.

Delegation and Authority	
	1. As agreed with Manager of Fundraising & Communications and Director of Engagement

Professional Development	
	1. GMP is committed to the development of its staff.

Remuneration and Review Conditions	
	1. According to the policies of GMP and the relevant Fair Work Australia requirements.

I acknowledge that I have read and understood this Role Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement.

Employee Name:			
Signature:		Date:	

Executive Officer:			
Signature:		Date:	