

# Australian Churches of Christ Global Mission Partners



Role Description: **Major Gifts Manager**

*Partnering across nations*

<b>Position Title:</b>	Major Gifts Manager		
<b>Reports To:</b>	Engagement Hub Lead		
<b>Present Incumbent:</b>	New Role	<b>Date Reviewed:</b>	11/4/23
<b>Nature of Appointment:</b>	1.0 FTE, location flexible.		

<b>Objectives of the Position</b>
1. Develop and implement strategies for identifying major gift prospects, cultivating donors and prospects, and maximizing gifts, including bequests.
2. Manage new and existing major donor relationships to grow the income and impact of Global Mission Partners.
3. Develop strategic partnerships and supporter experiences that are transformative for our major donor supporters and GMP partners.

<b>Priority tasks:</b>
1. Generate and follow up leads with prospective and existing major donors.
2. Cultivate and maintain strong relationships with major donors through regular communication and personal engagement.
3. Manage GMP's major gift pipelines, working to identify and migrate new and existing supporters to major donors.
4. Manage personal information and correspondence for major donors through Salesforce.
5. Promote GMP's programs (COCOA, ICP, IMA and Embody) and relevant fundraising campaigns to potential and existing GMP major donors in Australia.
6. Coordinate, promote and deliver GMP supporter experiences for major donors.
7. Participate in the development of resources for major donors.
8. Contribute to the development of GMP Campaigns and advocacy initiatives, as a member of the Engagement Hub Lead Team.

**Major Gifts Manager****Role Description**

<b>Requirements</b>
1. 3-5 years experience in an equivalent major giving and gift-in-will role
2. Established Church of Christ networks and healthy relationships across multiple states
3. Demonstrable fundraising, networking and event experience
4. Strong alignment with Global Mission Partners vision and values
5. Willingness to travel interstate as required
6. Qualifications in ministry or fundraising advantageous (desirable)

<b>Delegations and Authority</b>
1. As agreed with GMP Engagement Hub Lead and GMP Executive Officer

<b>Professional Development</b>
1. Plan developed, implemented and reviewed annually.

<b>Remuneration and Review Conditions</b>
1. According to the policies of Global Mission Partners and the relevant Fair Work Australian requirements

<i>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.</i>			
Employee Name:			
Signature:		Date:	

Executive Officer:			
Signature:		Date:	