

<b>Position Title:</b>	Major Gifts & Bequest Coordinator (NSW/QLD)
<b>Reports To:</b>	Strategic Relationships Lead
<b>Department:</b>	Strategic Relationships
<b>New/Existing:</b>	New
<b>Position Type</b>	Part Time (0.8 FTE)
<b>Location</b>	Remote - NSW

## Strategic Purpose

This role strategically supports The Leprosy Mission Australia to fulfill our mission of working with persons affected by leprosy, partners and supporters towards a world where leprosy is defeated and there is healing, dignity, inclusion, and life in all its fullness. Through growing the resources we have available to do our work through developing strategic partnerships with major donors and resourcing our bequests program we will contribute to the global Triple Zero goals, and partner for impact with Australian supporters.

Acquiring, developing and nurturing new and existing supporters will enhance and secure the impact of our work over the medium to long term.

## Job Purpose

Reporting to the Strategic Relationships Lead, the Major Gifts and Bequest Coordinator is responsible for driving activity in NSW, QLD and ACT, playing a key role in growing philanthropic income by proactively identifying, acquiring, and stewarding major donors and bequestors. This role combines business development with relationship management, working independently to build a strong pipeline of prospective supporters in non-traditional supporter bases including health professionals and associations, and building on connections across Christian networks, churches, and community groups.

In NSW/QLD/ACT there is an existing group of high-value, major donors and confirmed bequestors. Alongside this are identified potential major donors and bequestors. Nurturing these contacts through in-person visits, events and offline/online contacts is expected to result in a significant uplift in revenue both short and long term.

However, acquisition is the key to this role – with an ageing donor base, there is a need to develop new relationships both at an individual level and with aligned organisations to grow our donor base.

## Key Responsibilities

### Acquisition and Relationship Management

- Proactively identify, research, and qualify prospective major donors and bequestors.
- Develop acquisition strategies to grow the pipeline, including through networks of health professionals, Christian business networks, churches and community engagement opportunities.
- Research donors and bequestors using “IPOC” concepts, screening and modelling tools, and Internet research.
- Initiate contact with high-potential prospects and follow up on leads generated through campaigns, events, and referrals.

- Develop and execute an individual plan of care (IPOC) strategy for each prospect in the pipeline to implement plans and accomplish goals.
- Manage a portfolio of major donors, mid-level prospects, and gifts-in-wills supporters cultivating long term relationships.
- Foster strong relationships and create tailored engagement plans that align each supporter's vision and passion with the mission of The Leprosy Mission Australia.
- Deliver ongoing stewardship, tailored communication, and provide exceptional supporter experiences.

## **Presentations & External Engagement**

- Represent TLMA at business breakfasts, churches, Christian events, prayer gatherings, community groups, and similar forums.
- Develop and coordinate an annual calendar of strategic engagement events to grow support/members of The Leprosy Mission Australia Bequestors Club (Club Zero).
- Deliver engaging presentations that clearly communicate the mission, impact, and opportunities for support.
- Work collaboratively with internal teams to secure speaking opportunities and increase visibility.

## **Bequests (Gifts in Wills) Program Support**

- Respond to bequest enquiries with sensitivity and professionalism.
- Nurture confirmed and intending bequestors and support their engagement journeys.
- Assist with the administrative processing of bequests (e.g., documentation, liaising with legal representatives, updating CRM records) but not contested estates.
- Support development of bequest collateral and communications.

## **Reporting and administration**

- Prepare clear and compelling proposals, cases for support, presentations, briefing notes, and impact updates.
- Work with program and marketing teams to gather information and contribute to donor reporting.
- Maintain accurate donor records, activity notes, and pipeline forecasting within the CRM.
- Ensure compliance with privacy, fundraising regulation, and ethical standards.
- Provide regular activity and pipeline reports.

## **Remote Work & Collaboration**

- Operate effectively as a remote team member, managing workload, follow-up, and proactive outreach.
- Participate in team meetings, contribute ideas, and collaborate effectively with peers and leaders.

## **Knowledge and Skills**

### **Essential**

- Ability to operate within the Christian vision mission and values of The Leprosy Mission Australia.
- Track record in managing and nurturing existing donor relationships and securing funding from major donors and bequest development
- Experience building relationships, meeting with supporters or clients, initiating contact, and moving prospects through a pipeline.
- Excellent and authentic communication skills, with an ability to speak clearly and write effectively and persuasively to communicate effectively with a diverse donor base
- Ability to confidently present to groups, churches, and community audiences with an ability to connect to and influence a large and diverse group of people.

- Strong knowledge of prospect research, donor screening, and major donor models. Ability to take initiative without prompting, taking proactive steps to manage and improve all work tasks and operations, being innovative, responsible, and insightful
- Experience with recordkeeping and donor databases such as Microsoft Dynamics, Salesforce, Blackbaud, or other CRMs
- Results-oriented thinking and behaviour with a genuine concern for effectiveness; possessing the desire to get the job done with excellence
- Self-starter with the ability to work remotely and autonomously, and comfortable driving their own schedule.

#### Desirable

- Relevant experience raising funds for overseas aid & development in an Australian NGO
- Experience managing estates and bequest processing
- Understanding of Christian organisations or comfortable presenting within faith-based contexts.
- Experience working with minor trusts & foundations (\$10-99k p.a. funding)

#### Special Requirements

- TLMA has a zero-tolerance policy towards any abuse, neglect, and exploitation to all people. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults.
- The postholder must sign, be familiar with, and comply with all TLMA organisational policies, including the Safeguarding Code of Conduct, the Safeguarding Policy and Procedures. All TLM staff are required to participate in mandatory safeguarding training.
- Working rights to live and work in Australia on a permanent basis
- Be prepared to provide National Police Check