

Position Title:	Strategic Relationships Lead including 150 th Celebrations Project
Reports To:	CEO
Department:	Fundraising & Communications
New/Existing:	New
Position Type	Full time
Location	Flexible, prefer Melbourne or Sydney (Head Office is in Melbourne)

Strategic Purpose

This role strategically supports the aim of financing The Leprosy Mission Australia 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 activities
- Achieving a strong return on investment (ROI)

Job Purpose

The role of the Strategic Relationships Lead will have a key focus on building relationships with current major donors whilst developing major gifts through the engagement of major donors, corporations, trusts and foundations in the work and mission of the organisation. They will focus on identifying, establishing, and nurturing relationships with major donors, granters, sponsors, and philanthropists to grow support for the work and mission of the organisation.

Through self-initiated engagement with donors on a personal level through in-person meetings, phone, video, written and digital communications, they will grow the major gift portfolio and revenue. Building trusted relationships with donors, the Strategic Relationships Lead is key to the organisation's continued success.

Dovetailing with these activities, in 2024 The Leprosy Mission will be celebrating its 150th Anniversary. The Strategic Relationships Lead will work closely with the CEO and the Fundraising and Engagement and Social Enterprise Teams to develop and execute a range of activities and fundraising events, promoting the brand campaign including product offerings and publishing.

Responsibilities

Strategic Relationships

- Collaborate with Fundraising and Communications Manager and CEO to develop the strategic partnership strategy aligned to strategic goals of the organisation
- Identify, research, qualify, and engage major gift prospects and foundations for events and solicitation
- Develop and execute an individual plan of care (IPOC) strategy for each major donor, trust, foundation or prospect in the pipeline
- Engage current major donors, major donor prospects, trusts and foundations in ongoing dialogue about how their vision and passion match with the mission and ministry of The Leprosy Mission Australia
- Develop and cultivate effective, long-term donor and trusts and foundation relationships through personal notes, emails, phone conversations, one-to-one meetings, and interaction at events and vision trips and track these through a CRM.
- Plan and allocate resources to accomplish organisational objectives.
- Use "IPOC" concepts tracked in the donor database to engage donors and trusts and foundations, implement plans, and move toward accomplishing goals
- Research donors and foundations using "IPOC" concepts, screening and modelling tools (such as Wealth Screening), and Internet research

- Support the CEO in donor cultivation including setting up meetings and providing donor briefings
- Produce monthly reports for measurable fundraising activities moving toward closing gifts and stewarding long-term relationships
- Develop strategy for the mid-level donor journey to grow this sector of donors to major donors
- Involve donors, trusts and foundations in the mission, ask for gifts, negotiate and close; thank donors, report back to them, and steward relationships
- Assist with the execution of events designed to cultivate relationships with donors, trusts and foundations and other key constituent groups
- Additional Job Functions from time to time may include:
 - Perform public speaking assignments as requested and required
 - Prepare donor briefings when requested
 - Perform other related duties as assigned

150th Celebration Management 2023-2024

- Contributing to the partnerships, events and fundraising aspects of the emerging strategic plan for the 150th celebrations ensuring the core purpose of TLMA remains central to all activities
- Work with the Social Enterprise team to promote product range that promotes brand awareness of the celebrations
- Leveraging strategic relationships to host top tier events and corporate campaigns
- Oversee events engaging local communities as well as the National Conference
- Leverage engagement with international events such as the TLM International celebrations in India in November 2024.

Key Selection Criteria

- Ability to operate within the Christian based beliefs, vision, mission and values of The Leprosy Mission Australia.
- Tertiary qualifications in business, marketing, public relations, communications, or a related field or at least three years of experience in business, development, or fundraising
- Experience with recordkeeping and donor databases such as Thank Q, Salesforce, Blackbaud, or other CRMs
- Demonstrated success in cultivating long-term relationships
- Excellent interpersonal skills with an ability to connect and influence a large and diverse group of people and can build and maintain meaningful professional relationships.
- Excellent communication skills, with an ability to speak clearly and write effectively and persuasively to communicate effectively with a diverse donor base
- Excellent presentation skills, able to share information and ideas effectively and efficiently.
- Demonstrated commitment to fostering healthy relationships with donors/customers
- Strong knowledge of prospect research, donor screening, and major donor models, such as Wealth Screening
- Experience and knowledge of best practice initiatives in church and community engagement and customer service
- Ability to take initiative without prompting, taking proactive steps to manage and improve all work tasks and operations, being innovative, responsible, and insightful
- Results-oriented thinking and behaviour with a genuine concern for effectiveness; possessing the desire to get the job done with excellence
- Relevant experience in the development department of a faith-based organisation, NGO, or university (desirable but not essential)

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