

Donor Relations Representative - Victoria

Organisation information

Bible Society Australia (BSA) is an Australian not-for-profit charity dedicated to making the Bible available to all people, in Australia and around the world, in a language they can understand, in a format they can use, and at a price they can afford. Founded in 1817, BSA is part of a fellowship of 150 Bible Societies around the world. The mission of BSA is to translate, publish, distribute and engage people with the Bible, both in Australia and internationally.

About the role

Reporting to the National Manager Donor Care, this fulltime position is part of the National Donor Care team whose objective is to grow the mission of BSA through deeper supporter relationships and increasing supporter income. Based in Melbourne, but operating throughout Victoria, **this role's primary purpose is to raise funds for BSA, fulfilling the interests and passions of donors to BSA by providing them with giving opportunities and encouraging them to give.** The successful candidate will be responsible for building relationships with a qualified donor portfolio of no more than 150 donors who give or could give a minimum of \$1,000 per calendar year to BSA

Essential Criteria

To be considered for this role it is essential that you can demonstrate:

- Excellent fundraising, sales or customer service experience
- Excellent long-term relationship building experience in a commercial or non-profit environment.
- Capacity to meet and exceed fundraising targets
- Curiosity to learn about donor passions and interests and bring them joy in their giving
- Capacity to work independently, using your own initiative and as part of a broader team
- A desire to further the Christian message through the work of Bible Society Australia.
- Current driver's license

If this role sounds like you we would like to hear from you!

To apply

Please email a resume and cover letter outlining how you meet the essential criteria, listed above, to nic.capp@biblesociety.org.au

Candidates are encouraged to apply immediately as the position will be closed once the successful applicant has been appointed.

The successful applicant will be required to undertake a police check and working with children's check.

For more information about the Bible Society please visit <http://www.biblesociety.org.au/>