



**BIBLE
SOCIETY**
Live light

Relationship Manager

Permanent FT role | West Ryde, NSW

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.

We are currently seeking a full-time **Relationship Manager** to join our dedicated Bequest team. This key relationship building role will help champion Bible Society's mission with our valued supporters.

Based in Sydney, reporting to the National Bequest Manager, this important role has long-term significance to the legacy of Bible Society and is focused on engaging individuals on a face-to-face basis, through events and one on one visits, as well as over the phone. Implementing bequest plans and developing a strong pipeline of current and prospective supporters are key responsibilities of this role.

Please visit our website to view the Job Description for this role: <https://www.biblesociety.org.au/get-involved/>

Bible Society Offers:

- Fulfilling role building relationships with valued supporters
- Friendly team environment
- Connection and liaison with a wider family of Christian organisations under Bible Society Australia, including Koorong Books, Eternity News and Centre for Public Christianity

Key Criteria:

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

- A proven track record in relationship development
- Excellent Public speaking and written communication skills along with influencing and relationship building skills
- Demonstrated fundraising experience
- Experience in bequest and major giving fundraising programs is preferred but not essential
- A track record of being a self-starter who positively works in a fast-paced environment
- A collaborative mindset, able to work cross-functionally with other team members

We encourage candidates to apply who are comfortable with discussing Christian faith matters, leading devotions, public prayer and sensitive, respectful bequest conversations.

To Apply:

Send your application to david.martin@biblesociety.org.au

Or, for a confidential first conversation, call David on 0400 095 004.

Please note: Applications will need to include a resume with cover letter addressing the above criteria in order to be considered.

Closing Date: **ASAP**

Candidates are encouraged to apply immediately as the position will be closed once the successful applicant has been appointed. **For more information about the Bible Society please visit** <http://www.biblesociety.org.au/>

For more than 200 years, Bible Society Australia has been dedicated to making the Bible available and accessible to all. As part of a fellowship of 152 Bible Societies, we're a not-for-profit charity in partnership with all denominations. We translate, publish and share the Bible around the world and help people engage with the message of unconditional love found in Jesus Christ, the living word.



BIBLE SOCIETY AUSTRALIA POSITION DESCRIPTION

POSITION IDENTIFICATION

Position Title	Relationship Manager
Team	Strategic Partnerships
Reports to	National Bequest Manager
Address	Based from, Koorong, West Ryde
Employment Status	Permanent Full Time

POSITION OBJECTIVE

At Bible Society Australia (BSA), a cross denominational charity, our mission is to engage people with the Bible in a language they can understand, in a format they can use and at a price they can afford. We also translate, publish and distribute the Bible and Bible resources to a range of organisations and individuals.

This position sits in the Bequest Team as part the National Fundraising Team in Strategic Partnerships. This role focuses on identifying, qualifying, stewarding and seeking bequest support from individuals on a face-to-face basis, through events and one on one meetings, as well as over the phone using a dedicated outbound calling team. The role also includes the on-going relationship management of a number of high-value donors and associations.

SPECIFIC ROLE OUTLINE

1. Role Specifications	<ul style="list-style-type: none">• Assist to implement and execute the Bequests Plan in NSW and interstate as required• Develop and grow a portfolio of bequest donors in collaboration Donor Relations team where relevant• Steward a pipeline of bequest prospects from potential, to considering, to confirmed bequestors• Liaise with and promote BSA with external relationships including solicitors, executors, trustees and accountants• Support Strategic Partnerships Team on Bequest Program activities• Develop a plan of engagement activities for current and prospective bequest donors• Assist with outbound calling to bequest prospects and for event RSVP's as required
2. Fundraising	<ul style="list-style-type: none">• Active promotion in bequest events and church groups where appropriate• Planning and implementation of events to grow bequest pipeline• Through agreed activities above achieve agreed financial projections
3. Events	<ul style="list-style-type: none">• In partnership with the National Bequest Manager and Events Assistant, project manage bequest 'thank you' events from conception to execution.• Liaison and coordination with other internal and external BSA stakeholders to ensure the success of bequest 'thank you' events.

4. Volunteers	Work with existing BSA volunteers, such as Church Agents, Branches and Action groups, to encourage them to promote our Bequest Program.
5. General	<ul style="list-style-type: none"> • Attend Bible Society functions, training and events as required. • Work cross-functionally with other portfolios including Missions, Marketing and Fundraising to assist in achieving goals. • Ensure BSA is represented professionally, responsibly and always exemplify the BSA ethos. • Other responsibilities from time to time as directed by the National Bequest Manager.

KEY PERFORMANCE OBJECTIVES

Outputs	Key Performance Indicators
Fundraising	<ul style="list-style-type: none"> • Increase number of committed bequestors as per activity below
Activity	<ul style="list-style-type: none"> • Conduct 25-30 Bequest engagement events p.a. • Identify 100 bequest prospects p.a. • Identify 30 confirmed Bequestors p.a. • A minimum 300 outbound calls made covering category of Bequestor: <ul style="list-style-type: none"> ○ Prospect ○ Considering ○ Intending ○ Confirmed • 50 face-to-face meetings with confirmed Bequestors • Maintain primary focus on bequest prospects, considerers and intenders
Administration	<ul style="list-style-type: none"> • Maintenance and update of information, including all activity, on the fundraising database ThankQ in a timely manner • Have appropriate up-to-date information and material on BSA activities and projects • Successful completion of additional duties as required

COMPETENCIES REQUIRED

Demonstrated skills	<ul style="list-style-type: none"> • Proven track record working in fundraising management roles including Bequests and Major Donors • Excellent working knowledge and understanding of the place of Bequest and Major Giving Programs in overall fundraising strategy • Superior communication, influencing and relationship building skills • Self-starter, professionally confident and able to deliver on KPI's • Sound financial management and accounting for business spending on budgeted activities
Desirable Skills	<ul style="list-style-type: none"> • Able to act autonomously as well as work as part of a team • Accurate taking of notes and follow through.

	<ul style="list-style-type: none"> • Attention to detail and sense of urgency. • Flexibility, adaptability and willingness to perform a wide range of duties. • Ability to meet and exceed activity targets and prioritised goals
Demonstrated interpersonal skills	<ul style="list-style-type: none"> • Deal professionally and responsibly outside and inside Bible Society Australia (between portfolio and locations) and with other partner agencies. • Ability to relate to Bequest prospects respectfully and empathetically. • Capacity to work with all denominations. • Capacity to work cooperatively and collaboratively within a team. • Interact with peers to ensure consistent and quality representation of BSA. • Modelling for others across the organisation how to act appropriately with this sensitive and valuable donor base
Communication skills	<ul style="list-style-type: none"> • Excellent oral and written communication. • Ability to present confidently to diverse groups of people
Organisational skills	<ul style="list-style-type: none"> • Take responsibility and initiative • Manage and arrange events as necessary • Ability to ensure successful planning, implementation, and follow-up of Bequest events

QUALIFICATIONS / KNOWLEDGE / EXPERIENCE

Qualifications – Desirable:

Degree / Diploma qualifications or equivalent fundraising experience (i.e. Prior learning and/or formal qualifications).

Knowledge, Skills & Experience (Essential):

- Strong background in execution of major gift and/or bequest programs (3+ years)
- Proven experience in managing stewardship programs
- Demonstrated experience analysing supporter data in order to generate and cultivate leads
- Track record in successfully achieving financial targets
- A proven track record in fundraising and meeting KPIs.
- Excellent public presentation and communication skills.
- The ability to organise and work independently, using own initiative.
- Willingness to present at various events for the purposes of profiling BSA and eliciting interest in Bequests. This may include speaking on weekends and evenings when necessary.
- The flexibility to travel and work outside of standard work hours.
- Ability to work effectively across denominations.

Knowledge, Skills & Experience (Desirable):

- Understanding of Christian denominations and issues facing Christians and churches in Australia.
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ORGANISATIONAL RELATIONSHIPS / AUTHORITY

ORGANISATIONAL RELATIONSHIPS

Reports to: National Bequest Manager

Manages: No line responsibilities

Internal Contacts: Head of Strategic Partnerships, Donor Support Team, Fundraising Team

External Contacts: Donors, parishioners, supporters, volunteers (including Church Agents)

ORGANISATIONAL AUTHORITY

Decisions made in this position: Managing own portfolio and workload on an 'act and inform' basis in most circumstances

Decisions referred: Head of Strategic Partnerships

WORKPLACE OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Correct utilisation of any / appropriate personal protective equipment.

GENERAL RESPONSIBILITIES

All Bible Society staff are expected to;

- Promote the work of Bible Society.
- Comply with the Bible Society Code of Conduct and treat all staff and clients with respect and dignity.
- View their role as a part of the whole mission and ministry of Bible Society, not in isolation.

ACKNOWLEDGMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Employee:

Direct Manager:

Signature:

Signature:

Date Issued: May 2018
