

POSITION DESCRIPTION: Major Gifts and Legacies Manager

REPORTING TO: National Director

THE ORGANISATION

Aid to the Church in Need (ACN) is a Pontifical Foundation dedicated to the persecuted and suffering Church. Founded by Fr Werenfried van Straaten in 1947 as a Catholic aid organisation for war refugees, ACN is the only international Catholic organisation today that focuses on the pastoral and spiritual support of suffering Christians. Through the offerings of over 350,000 benefactors worldwide, ACN supports over 5000 projects across 140 countries each year. ACN Australia began in 1965 and is one of 23 national offices which seeks to raise awareness and financial support for this work.

THE POSITION

The Major Gifts and Legacies Manager is responsible for increasing fundraising revenue for *Aid to the Church in Need* through their engagement with current and potential benefactors.

They will be required to develop and implement fundraising strategies that create an engaging experience for the benefactors of ACN. In this role they will effectively communicate to benefactors the ways in which their support can keep the faith alive.

The Major Gifts and Legacies Manager will also be responsible for setting annual targets and leading the program to achieve these goals.

RESPONSIBILITIES

Major Gifts

- Manage a portfolio of major benefactors and prospects to raise significant funding for ACN
- Develop and maintain a strategy, which will allow ACN to monitor major gift prospects through all phases. This will include identifying and inviting existing benefactors to support ACN with major gifts
- Establish and manage relationships with benefactors. This will involve identifying individual preferences, creating benefactor profiles, and managing follow-up activities to secure gifts and provide acknowledgment of gifts
- Prepare innovative, compelling proposals for meetings and events with major benefactors

Legacies

- Development and implementation of ACN Legacy strategy and program
- Nurture and manage relationships with confirmed Legacy benefactors
- Develop and manage personal relationships with intending, considering and prospect Legacy donors, managing the Legacy pipeline
- Create tailored communication plans for potential benefactors in this area
- Develop a marketing and communications strategy to support the Legacy program



REQUIREMENTS

- Essential: An active Catholic who lives their faith with passion, and can articulate, the key principles and teachings of the Catholic faith
- Essential: Experience in the not-for-profit sector and/or in fundraising and active engagement with benefactors
- Familiarity with, and appreciation of, the mission and vision of *Aid to the Church in Need* and a willingness to deliver upon its goals.
- Demonstrable and successful experience in relationship fundraising and a passion for delivering exceptional experiences for benefactors
- The ability to build long standing and committed relationships with benefactors, from prospect stage through to commitment
- The ability to create meaningful journey and stewardship plans
- Highly developed verbal and written communication skills with deep levels of emotional intelligence and empathy
- Experience delivering results within budget in a not-for-profit environment

This is an ongoing full time role based at the national office of Aid to the Church in Need in Penrith. There is the capacity to work some time from home. The role offers access to salary packaging, the ability to receive a portion of income pre-tax.

If you believe you have what we are looking for, please apply by Sunday 19 March. **Your application must include:**

- Cover letter (one page)
- Resume
- Letters of recommendation (1-2)
- Referees (2-3)

Your cover letter should outline why you want to be involved with the work of *Aid to the Church in Need* and how you fit the key responsibilities and requirements of the role. Remuneration is commensurate with experience and background. Applications should be addressed and sent to:

Mr Bernard Toutounji
National Director
Aid to the Church in Need Australia & New Zealand
director@aidtochurch.org

