



TRINITY THEOLOGICAL COLLEGE, PERTH
RELATIONSHIPS MANAGER (0.8-1.0.FTE)

Who We Are

Trinity Theological College exists to “prepare people for effective Christian service.” Some 400 degree and diploma graduates now serve in churches or parachurch ministries in Australia and beyond. Our community access courses (Trinity@Night and Trinity in Town) have benefitted over 4000 people. The need for people to be equipped to teach and apply the Scriptures faithfully and lovingly is vital (Matthew 9:35).

As an independent theological College with an evangelical and Reformed tradition we treasure the person and work of God, Father, Son and Holy Spirit and acknowledge the inspiration and authority of the Bible in matters of faith and conduct. We seek to depend upon God in all things, care for one another, and go the extra mile. Our training model accents the gospel as the message of Scriptures, theological integration, learning in community, and application for ministry in multiple contexts.

About the role

The Relationships Manager will bring relational and strategic leadership to the fundraising (development) efforts of the College. The purpose is to deepen and grow our relationships with donors, churches, and other stakeholders to ensure the College is financially positioned to continue to fulfil its purpose long into the future.

The role will involve collaboration with the Marketing and Communications Manager to ensure the reputation and profile of the College are enhanced through clear communications to assist in growing and building strong relationships.

This senior role within the Executive Team reports directly to the College Principal. The position is 0.8-1.0 FTE with some flexibility as to hours and working out of office.

Key responsibilities:

- Warmly and faithfully represent the beliefs, values, and mission of the College.
- Develop, implement, monitor and evaluate strategies and goals to achieve annual growth targets for donors and donations (including appeals, events and campaigns).
- Identify, initiate and ensure strong, purposeful relationships with current and potential donors and partners through face-to-face meetings, phone calls, events, and other means.
- Ensure current and potential donors experience excellent customer service and nurture through personal relationships and timely communication.
- Identify and develop relationships and make requests towards major donations and bequests.
- Be responsible for the promotion of financial and prayer support across all College platforms and marketing collateral, ensuring content is accurate, up to date, relevant and compelling.

- Work with the Marketing and Communications Manager to measure the effectiveness of Fundraising campaigns and ensure accurate and timely reporting.
- Assist in the development and implementation of strategies to deepen and grow strategic partnerships with churches, alumni, and other stakeholders.
- Assist with development of marketing, communications, promotional and engagement strategies.
- Provide strategic leadership through the Executive Team to enhance College operations, activities, and performance in alignment with the College's strategic goals, mission and values.
- Contribute to the strategic management of the College's Events calendar and project management of the events team.
- Lead, mentor, coach and support Development Assistant and other team members.
- Attend meetings of the Trinity Investment Fund in an ex-officio capacity as required.

Skills, Experience, and Attributes

1. Adherence to the beliefs, values, and mission of the College
2. Relevant qualifications and experience in fundraising and partnership management, with demonstrated ability to develop and maintain successful relationships with current and prospective donors.
3. Skills to conceive and drive initiatives in order to achieve goals.
4. Evidence of achieving annual growth targets in donor base growth and donations.
5. Ability to evaluate and report on strategies and goals.
6. Outstanding communication skills with demonstrated interpersonal, communication, negotiation and influencing skills leading to success in building and maintaining relationships internally and externally with a variety of audiences.
7. Highly developed emotional intelligence and sensitivity (as required in the handling of bequests, for instance).
8. Demonstrated commitment to quality and attention to detail, accuracy, and ability to be discrete with information.
9. Experience in management of events and creation of associated support materials.
10. Strong work ethic, details oriented with ability to prioritise and manage projects and a willingness to work outside business hours, including weekends.
11. Experience with leading and managing a team of minimum 2 direct reports.
12. Willingness to work as part of a team and share information and expertise.
13. Experience in using CRM systems.
14. Unlimited and unrestricted working rights for Australia.
15. Current C Class Drivers Licence.

Application Process

To make an application for this position please submit the following to Gillian Kirkness, Executive Assistant Gillian.Kirkness@ttc.wa.edu.au, with **“Relationship Manager + your name”** in the subject line:

1. A one-page letter outlining the reasons for applying for this position.
2. A document addressing the ‘Skills, Experience and Attributes’ and your suitability for the role. Please respond only to these areas using the STAR technique. Describe a recent work-related **Situation** or **Task**, **Action** you took to complete the task or resolve the situation and the **Results** you achieved. (Maximum 3 pages), and
3. A curriculum vitae which includes the names of four relevant referees (including pastor and most recent employer/supervisor).

You will receive an email acknowledgement of receipt of your application, if you do not receive one, please resubmit your application or phone us on (08 9228 9067). Any questions about the position or application process may be sent to the above email address.

Applications close 5:00pm Wednesday 29 March, 2023.

The College reserves the right not to make an appointment.

Trinity is an affiliated college of the Australia College of Theology.