



PARTNERSHIP SUPPORT PROGRAM MANAGER

POSITION DESCRIPTION

A WORLD THAT KNOWS JESUS

POSITION TITLE: Partnership Support Program Manager

EMPLOYMENT TYPE: Full-Time, 35 hours per week

REPORTING & ACCOUNTABILITY: Director of Partnerships

RELATIONSHIPS: This role is part of the CMS Victoria External Operations Team, and works closely with other members of the office, missionaries, society members and churches.

APPROVED BY: Director of Partnerships

Position Objective

To co-develop, manage, and deliver CMS Victoria's Partnership Support Program (PSP) to serve the Victorian church, Society members, and individual supporters as we work together towards our Vision to see 'A World that Knows Jesus'. The PSP Manager aims to deliver an exclusive user experience for close contacts and stakeholders of the society.

Partnership Definition

CMS defines partnership as the specific work of engaging local Christians and Churches to raise and support missionaries through praying, caring, giving, and encouraging others to go¹. (Refer to *CMS PSP Rationale* document/ *CMS Values* document).

Role Objective Elements

INITIATE & DEVELOP CHURCH PARTNERSHIP	Engage with churches to foster gospel partnership between CMS Victoria and its missionaries.
GROW INDIVIDUAL PARTNERSHIP	Engage with individual supporters to grow in their partnership towards CMS Victoria and its missionaries.
PARTNERSHIP SUPPORT PROGRAM	Pastorally equip and support missionaries to be effective in their partnership duties while on-location or on home assignment.
FUND DEVELOPMENT	Develop and deliver a holistic income-fund portfolio that is long-term focused and diverse. This includes fund-raising projects, bequests, and foundations.

¹ cms.org.au/caring-for-missionaries; cms.org.au/support/give.

Key Responsibilities

INITIATE & DEVELOP CHURCH PARTNERSHIP²

- Preach, teach, and inspire churches to participate in ‘pray, care, give and go’
- Engage new churches in link partnerships with missionaries
- Maintain and update link agreements with churches
- Arrange and develop missionary materials that promote the values and benefits of partnership (e.g. deputation collateral, newsletters etc.)
- Encourage key people in each church link as champions for CMS Victoria
- Develop initiatives that are exclusive to link churches.

GROW INDIVIDUAL PARTNERSHIP

- Connect with supporters to inspire continued partnership.
- Develop initiatives that are exclusive to Society members and supporters.
- Work with the Database Administrator to maintain and improve donor information collection and usage of CMS Victoria’s CRM, Salesforce.
- Develop strategies to continue fostering partnership amongst individuals through ‘pray, care, give, and go.’

PARTNERSHIP SUPPORT PROGRAM

- Preach, teach, and inspire the PSP rationale in line with biblical principles to Christians and churches; thereby promoting its value and benefits
- Train and coach missionaries in raising their partnership levels
- Pastorally equip and support missionaries while on the field or Home Assignment to engage with link churches and individual partners
- Support missionaries on Final Home Assignment to finish well with link churches and help financial supporters to continue partnering with CMS Victoria
- Work collaboratively with other staff members through the Home Assignment Process working group
- Develop sustainable approaches in collaboration with other managers to upkeep and leverage known data collected through Salesforce, and other platforms to engage with CMS Victoria’s supporters.

FUND DEVELOPMENT

- Work collaboratively with relevant managers to strategize and deliver a holistic income portfolio that is data-driven, reports on leading and lagging indicators, and is long-term focused
- Evaluate individual missionary support levels regularly

² cms.org.au/support/church-partnership/

- In line with the CMS Vision and Values, engage supporters in bequest conversations that help them make decisions to include CMS in their Will
- Locate and apply to Foundations for appropriate grants
- Strategise and lead the implementation of the two main appeals (Lasting Hope and Christmas).
- Initiate new fundraising approaches that align with CMS Victoria's Vision and Values.

LEAD AND MANAGE PSP TEAM AND DIRECT REPORTS

- Lead and manage the PSP team (PSP Communications Coordinator and PSP Coordinator) to achieve OKRs, innovate, and deliver agreed outcomes for CMS Victoria
- Oversee the production of design for Fundraising Appeals, Events and Mobilisation with the Communications & Marketing Coordinator.

Selection criteria

ESSENTIAL

- An active Christian faith, commitment to cross-cultural gospel mission
- A passionate desire to see 'A World that Knows Jesus'
- A commitment to CMSV Vision and Values
- Qualifications to teach and preach per CMS Victoria's statement of faith and in the evangelical tradition (*GdDip Div; BTh; MDiv*)
- Relevant experience in fundraising or partnership/relationship engagement
- Relevant experience in Marketing and Communications
- Proven skills in campaign organisation
- Proven ability to communicate with passion and skill
- Excellent IT skills, particularly with Excel and CRM software; ability to quickly get acquainted with Salesforce to update and improve information and produce lists and reports.
- Strong attention to detail
- Ability to multi-task and work within tight timelines
- Ability to work independently as well as lead a team
- Proven experience in managing a team.

DESIRABLE

- Former mission work experience or ability to demonstrate missiological knowledge
- Pastoral work experience
- Not-for-profit work experience
- Cross-cultural ministry experience
- Event organising experience.

PERSONAL

- High level of self-motivation and strong attention to detail
- Experience in managing competing demands in a work setting
- Highly motivated to achieve set targets
- Possess a can-do attitude and great initiative
- Enjoys problem-solving and trying new things
- Resilient and positive in the face of challenges
- Values teamwork and empowering others to achieve their best.

Salary & Conditions: The remuneration package will be tailored to the experience of the successful applicant.

Performance Review: This is an initial 12-month contract, with a 6-month probation, with the expectation of contract renewal assuming KPIs are met.