



Donor Relations Director

We're following Jesus where the need is greatest, working through local churches across the Global South to unlock people's potential and helping them to discover that the answer to poverty is within themselves. When disasters strike, we respond quickly. We won't stop until poverty stops.

Tearfund Canada is a nimble and efficient \$9 million member of the worldwide Tearfund family and the Canadian Foodgrains Bank.

Inspired by the example and teaching of Jesus, we recognize that people have profoundly interconnected material and spiritual needs. We seek to meet those needs by working through local Christian networks across Africa and Asia - primarily through the churches and faith-based organizations at the heart of their communities.

We have 13 staff and raise funds from individuals, businesses, foundations and churches, as well as from and leverage donations through our membership (ownership) in the Canadian Foodgrains Bank. Tearfund Canada is the official relief and development partner of seven denominations and many independent churches.

Is this role for you?

- Do you want to work in an organization with a vision to see all people freed from poverty, living transformed lives and reaching their God-given potential?
- Do you love engaging donors, communicating with individuals and churches, and advancing Christian mission by collaboratively developing and implementing strategies that generate awareness, relationships, engagement, support and various types of donations from within a faith constituency and a broader public audience?
- Do you demonstrate exceptional initiative (*seeing what needs to be done and doing it*), flexibility, keen attention to detail, and a proven track record of self-direction, follow-through, and dependability?

POSITION DESCRIPTION

Title:	Donor Relations Director
Reporting:	This position reports to the National Director of Development
Relationships:	The position has no supervisory role Within the organization, the position has key relationships with leadership staff, the National Director of Development, the Church Relations Director, the Development Coordinator, grant writers, and Donor Services Manager and program staff. Outside Tearfund, the position coordinates with the Board of Directors, volunteers, donors, and funding sources.
Start date:	Summer 2024
Position Type:	Full-time - some evenings and weekends required
Benefits:	Comprehensive benefits plan and 5% matching RSP
Environment:	This position will work from a home office
Travel requirements:	55 to 75 days of travel annually plus international travel biannually
Purpose of the position:	

To represent Tearfund and secure funds for the organization. Through engaging with donors and churches, the candidate will communicate needs and opportunities across the Global South, encourage financial commitment and retain them as continuing donors to Tearfund. As their donations are well stewarded, they will be upgraded in their giving and involvement.

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These functions will be accomplished in an interdependent fashion with other members of the organization to fulfill the shared Vision, Mission and Values of the organization's stakeholders.

Although difficult to measure, the quality of relationships with major donors and churches, their sense of accomplishment, and their treatment as genuine partners are essential factors in the success of this position.

You will be responsible to:

- Lead middle/major individual, and Church fundraising for a specific region ensuring donors are retained and upgraded in their giving
- Significantly grow revenue from middle (\$1,500 – \$4,999) and major donors (\$5000+)
- Grow revenue from Churches while building relationships primarily in churches of the BGC, Evangelical Free Churches, AGC, Evangelical Covenant Churches, Free Methodists, those with Plymouth Brethren roots (Vision Ministries), Fellowship Baptists and independent community churches.

Key Performance Areas:

Middle / Major Gifts (45%)

Ensure active pipeline of donors by working closely with other Development team members to identify prospects from daily/weekly gift reports; using criteria to mine the database to uncover prospects; reviewing donor lists; and using other strategies and resources to identify potential donors.

- With the Marketing and Development team, develop revenue goals, tracking progress to ensure targets are met, and re-examine strategies to achieve goals.
- Build and execute a communication and ask plan for:
 - Major donors, including face-to-face meetings, direct gift solicitations and submitting customized proposals, taking into account interests, motivations, giving patterns and ask preferences.
 - Middle donors, including phone calls, email, and proposal submission, taking into account interests, motivations, and giving patterns.
 - Farmer growing projects
- Manage donor stewardship, ensuring experiences that foster long-term engagement. Develop methods to convey the impact of gifts and ensure donors are kept up to date on Tearfund. Set and meet goals for several touch points annually.
- Solicit tribute and planned gifts as per donor interests/wishes.
- Work with the National Director of Development to enlist the participation of board members in identifying, cultivating and soliciting prospects.

Church Fundraising: (35%)

- Working with the Director of Church Relations, develop engagement plans for seven denominations and key churches in the region.
- Meet with pastors, church and denominational leaders to promote biblical holistic (integral) mission and the work of Tearfund Canada.
- Speak in churches, church meetings, church conference events, and other appropriate settings. Effectively communicate the theological understandings of poverty and the biblical basis for community development and relief work through the local Church of the Global South. Promote the work of Tearfund Canada and our national church partners. As required, represent Tearfund at other events and conferences.
- As needed, engage with church leaders and donors on Discovery Tour experiences to Tearfund's international program settings.
- Build and execute a communication and ask plan for:
 - Each church includes face-to-face meetings, direct gift solicitations and submitting customized proposals, considering interests, motivations, giving patterns , and ask preferences.

Administration / Other: (20%)

- Maintain records related to your portfolio in the donor database (Raiser's Edge NXT) .
- Enter contact reports and ensure next steps are scheduled. Enter capacity ratings based on research, prioritize prospects, and assign portfolios as appropriate.
- Lead an annual donor / Pastor Discovery team to our projects in Africa and Asia to learn what God is doing amongst the global church.
- Create reports that reflect portfolio activity and progress toward achieving goals.
- Other duties as required and assigned

Skills, competencies and qualifications

- *Passion.* Fully aligned with the Mission, Vision, and Core Values of Tearfund Canada. Concern for and interest in issues of the church, poverty, food security, and social justice
- *Loves the Church.* An open-minded, ecumenical spirit is comfortable in diverse theological and congregational settings with an understanding of Canadian, local church realities and structures. An active member of a local church. Possession of a Christian clergy license and/or ordination status would be an asset but not required.
- *Communication.* Exceptional track record of speaking (including preaching), written communication, and casting vision in a compelling, relevant manner with larger audiences and smaller groups. Great sense of humour.
- *Relationship Building.* A high degree of emotional intelligence. Ready and seeking to build and maintain relationships with a wide range of people, from Pastors to farmers, business people to students
- *Loves to raise funds for the cause.* Report writing, grant applications and presentation prep with the team brings joy.
- *Organization/Project Management.* Determine strategies to move projects forward, set goals and focus on priorities, create and implement action plans, document, evaluate, and learn. Seeks clarification when unsure of expectations
- *Hustle/Persistence.* Highly motivated with a positive attitude.
- *Technical Prowess.* We're cloud-based. Digital communications, tracking, and tools are the norm. Experience with Raiser's Edge, customer management systems, or other database systems is part of everyday life.
- *Loves travel and new relationships—willingness* to travel extensively across Canada and, on occasion, internationally. Possess a valid driver's license and access to a car for travel.

Application guidelines

Please apply by email only, with a cover letter and an attached resume, to hr@tearfund.ca Your cover letter should include a description of the following:

1. How do you fit with Tearfund's Vision, Mission and Values?
2. How would you integrate your faith with this role?

Tearfund Canada is committed to the protection of children; all offers of employment will be conditional upon the successful completion of reference checks and a Police background check.

Qualified candidates must demonstrate a commitment to the core values and Christian mission of Tearfund Canada. Tearfund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates participating in all aspects of the selection process.



We thank all applicants for applying. However, we will only reply to those selected for interviews. *No phone calls, please.*

To learn more about Tearfund Canada, visit Tearfund.ca.

<https://tearfund.ca>

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PO Box 3220 Stn Industrial Park, Markham, ON L3R 9Z9 | 905-415-8181 | www.tearfund.ca