

Job Description

Position:	Partnership Development Officer (PDO)
Reports to:	Executive Director GAIN
Works closely with:	GAIN team
Scope:	5 days/week
Location:	Sydney
Date:	April 2024

NOTE: This position is for a self-supported missionary - it is not a paid position. The incumbent will be a missionary with Power to Change and will volunteer in GAIN as the PDO. GAIN is the humanitarian partner of Power to Change.

A. Vision

Global Aid Network (GAIN) Australia demonstrates the love of God by revealing hope and restoring life through relief and development initiatives for people living in crisis and injustice.

B. Position Purpose

The Partnership Development Officer (PDO) is responsible for assisting the Executive Director in effectively and efficiently designing and implementing plans and strategies to establish, build up, and maintain good relationships with GAIN's partners (volunteers, donors, churches, and corporates). He/she will ensure that GAIN maintains a healthy relationship with partners and keep them engaged with the work of GAIN by promoting partner awareness and involvement. A key goal of the PDO is to expand GAIN's donor base.

C. Position Requirements

As a Partnership Development Officer, you will:

- Plan and manage marketing and public relations activities to raise the profile of GAIN and expand its supporter base.
- Build relationships with partners and organisations to support the mission of GAIN.
- Plan and manage fundraising initiatives and events.
- Approach potential donors and maintain donor lists.
- Maintain the Customer Database with new partner details.
- Liaise with external agencies, including voluntary sector organisations, the media, local authorities, business contacts, trustees, and other stakeholders or clients in promoting the mission of GAIN
- Research and search for government and corporate grants, and submit grant applications. Manage government stakeholder relationships through the grant lifecycle.
- Work closely with associated Power to Change staff in the publicity and customer relations areas to enhance partnership development opportunities.