

Position Description:

**Donor Relations Officer &  
Administrative Assistant**

Anglican Aid

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**ANGLICAN AID REQUIREMENTS - Values**

Grace, Integrity, Compassion, Gospel Partnerships,  
Community Participation, Sustainable Transformation

**RELATIONSHIPS**

<b>Direct Manager</b>	Senior Manager - Communications and Donor Relations
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<b>Direct Reports</b>	None
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<b>Key Internal Relationships</b>	<b>Key External Relationships</b>
Donor Relations Team Communications Team Executive Team	Donors and Supporters of Anglican Aid (Bible College Student) Sponsors Representatives of churches Bank, Post-Office, Courier, etc

**PRIMARY PURPOSE**

Provide outstanding care for Anglican Aid's donors and supporters as the primary contact for enquiries and donations, and provide administrative support to the Anglican Aid team.

**KEY RESPONSIBILITIES**

- Welcoming and responding to enquiries via phone, email, and post
- Providing a high level of care to various donor segments, processing and receipting donations, participating in donor nurture activities for the organisation
- Administration support for the Bible College Student Sponsorships program, liaising with sponsors and assigning sponsorships, preparing and sending sponsor packs

- Supporting the team with diary management, email inbox management for Senior Executives, booking meetings (including over international time zones), organising team events

## SKILLS AND ATTRIBUTES

- An evangelical Christian, committed to the mission, vision, and values of Anglican Aid
- Relevant experience in a similar role
- Fantastic interpersonal skills, with a warm and friendly manner, especially over the phone
- Strong attention to detail
- Able to juggle competing priorities and manage complexity
- Excellent understanding of data entry and its importance
- Collaborative, team-oriented person