

# Regional Relationship Manager

## With Donor Focus

### **DEPARTMENT: Partnership Development (within Partner Relations)**

#### Summary

As a member of a regional Partnership Development Team, this role is responsible to develop and maintain relationship with a portfolio of mid & major Donors for the purpose of forming collaborative partnerships benefitting each partners' missional goals and seeking to achieve the activity & acquisitional goals of the team & organization.

This position reports to a Regional Team Manager, functions within a regionally focused team of peer relationship development professionals and is specifically tasked with executing Donor engagement strategy within the overarching mission of releasing children from poverty in Jesus' name.

#### Ministry Focus

Compassion Canada is a Christian organization, committed to being child-focused, Christ-centered, and church driven. As such, each employee of Compassion Canada shall:

- Participate in regular staff gatherings and chapel services,
- Pray with supporters when requested by same or when deemed appropriate with supporter's permission. (This will apply to some positions more than others),
- Conduct themselves in a Christ-like manner at work and outside the workplace,
- Promote the evangelical approach to ministry that Compassion Canada has adopted and put into practice.

It is further recognized that, since Compassion Canada is a Church-based ministry, both in Canada and abroad, each employee should be a member in good standing of a church that is in agreement with Statement of Faith of Compassion Canada.

#### Duties and Responsibilities:

- Under the leadership of a Regional Team Manager, maintain relationship with a group of regionally situated mid & major level Donors for the purpose of fostering collaboration and attending to the resource needs of Compassion's programmatic activities – Sponsorship, Survival, and Complementary Interventions;
- Proactively engage in research, prospecting, making contact with, and engaging conversation toward relationship with new partners;
- Implement engaging partnership strategies with agreed-upon & measurable relational landmarks, goals, and vision;
- Regularly update Corporate Customer Relationship Management database with all relational activities completed & expected upcoming;
- In consultation with the Regional Team Manager, regularly review current activity & acquisition reports related to your portfolio and attend to notable trends;
- In consultation with Donor Relations Strategist, participate in the refinement, execution, and improvement of relational engagement strategies based on 'real world' experience and proven best practices;

- Attend to maintaining up-to-date and accurate knowledge of programmatic activity and international development trends in order to comprehensively represent Compassion to relationships;
- Thank supporters for their contributions and communicate the impact of their donations through verbal, written, and other forms of communication;
- Maximize relational engagement and retention through personal contact, engagement pieces, and deliver reporting on donations;
- As needed, attend and assist with other Compassion Events, Conferences, and Tours;
- Manage & submit reports for personal expenses, time sheets, and domestic travel;
- Regularly meet with Regional Team Manager for the purpose of reviewing current activity and progress toward team and individual targets;
- Develop and execute customized multi-year, multi-product strategic engagement plans with key partners, inclusive of the broad range of Compassion's programmatic and advocacy interventions;
- Stay apprised of organizational partnerships (such as 'Advisors with Purpose') which serve as a resource to our supporters with planned giving / estate planning;
- Carry out additional responsibilities and projects as assigned.

Assists the department/team with other duties as requested.

### Qualifications Required

- A member in good standing of a local Church Community with theological positions consistent with those of Compassion Canada;
- A working knowledge of giving and donor trends in Canada;
- Self-starter attitude & aptitude balanced with an ability to function well as part of a dynamic interdisciplinary team;
- Goal and outcome oriented;
- Ability to develop and maintain effective partnerships, with a track record of growing relationships and revenue;
- Expertise in fundraising with in-depth knowledge of mid-level and major gift strategies and portfolio management;
- Honesty and integrity – ability to be discreet and confidential;
- Excellent written and verbal communication, planning, organizational, interpersonal, and analytical skills;
- Eagerness to find new and creative ways to increase Compassion's influence;
- A proven skill and proficiency in related fundraising and/or sales environments;
- Marketing awareness with an aptitude for utilizing emerging, social, and traditional media in partnership development activity;
- Ability to work at an advanced level with a variety of systems, including desktop applications, databases, report writing applications, and CRM software;
- Willing and able to travel regularly both regionally and domestically, occasionally for multiple days in a row;
- Strong administrative skills and not deterred by clerical work.

### Experience & Education Required:

- Degree or Professional Certification in Fundraising, Church Ministry, Sales, Marketing, or Public Relations is an asset;
- 3-5 years' experience in a related field is an asset.

### Initiative Required

- Must be able to work with minimal to moderate supervision.



## Supervision

Received: Regional Team Manager

Given: None

## Contact

Within: Staff

Without: Public, Supporters, Donors

## NOTE

The foregoing statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills. Responsibilities and duties may change from time to time.