

## Job Ad - Development Officer (Sydney)

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**Location:** Penrith, NSW

**Emp Type:** Permanent Full time

### About the organisation

Our client is a Christian not-for-profit organisation committed to equipping the under-resourced Church globally. Through the provision of Bible-based programs, literacy initiatives, and leadership development, they support communities where access to Scripture and discipleship resources is limited.

### About the Role

As the **Development Officer**, you'll focus on building and strengthening relationships with supporters across your assigned territory. You'll engage donors, churches, and networks through personal interaction, storytelling, and strategic engagement to grow financial and prayer support.

You'll work closely with internal teams to deliver a consistent and thoughtful supporter experience, while proactively identifying and developing new opportunities for partnership.

This is a **permanent full-time** role based in Sydney, offering reasonable flexibility in managing work hours. Sunday is typically a working day, with a day during the week offered as the regular day off. The role involves regular travel throughout Sydney, and travel to Canberra several times a year.

Training will be provided, with ongoing support available to ensure your success in the role.

### Key Responsibilities

- Build and nurture strong relationships with existing and prospective supporters through meetings, calls, and events
- Communicate the organisation's mission, programs, and impact in a compelling and personalised way
- Identify and pursue new donor opportunities through referrals, networks, and church engagement
- Secure and deliver church presentations and speaking engagements
- Steward donors with a focus on long-term engagement and increased support
- Collaborate with internal teams to support a coordinated supporter experience strategy

- Maintain accurate records of interactions and engagement in CRM systems
- Monitor progress against targets and report on outcomes and insights
- Plan and manage travel and engagement activities effectively across your territory

### **What We're Looking For**

- Active involvement in a Christian Church and alignment with the organisation's mission and values.
- Have a powerful prayer life and be knowledgeable of Scripture.
- Experience in fundraising, relationship management, sales, or donor engagement
- Strong interpersonal and communication skills, with the ability to engage, build trust and influence a range of stakeholders
- Confidence presenting to individuals and groups, including church settings
- Self-motivated, organised, and able to manage a geographically dispersed portfolio
- Proficiency in Microsoft Office and CRM systems
- Current driver's licence, with access to an insured motor vehicle and willingness to travel regularly

### **Desirable:**

- Experience working with churches or faith-based organisations
- Theological training or equivalent experience
- Understanding of donor engagement or fundraising principles

### **How to Apply**

If you're motivated to use your relationship-building skills to support meaningful, mission-driven work, we'd love to hear from you.

Please submit your CV and a brief cover letter to [divy@enrichhr.com.au](mailto:divy@enrichhr.com.au) outlining your experience and interest in the role.

Only successful candidates will be contacted.