



Job Description

Summary	
Job Title	Partnerships Coordinator
Department	Hope for Justice US Office
Location	Nashville, Tennessee
Full-time / Part-time / Job Share	Full-time
Reporting To	Director of Strategic Partnerships
Job Purpose	To implement our Partnerships strategy, to maximise engagement and income from the groups and events listed below.
Role Description	
<p>Abolition Groups:</p> <ul style="list-style-type: none"> • Implement a strategy for the launch of Abolition Groups in the US, engaging groups in fundraising, raising awareness and campaigning. • Oversee the administration and coordination of Abolition Groups, ensuring that Groups are motivated and inspired to maximise on the funds they raise. <p>Peer-to- Peer Fundraising and Awareness Events:</p> <ul style="list-style-type: none"> • Implement a strategy and resources for peer-to-peer fundraising, encouraging and inspiring new supporters to raise money for Hope for Justice. • Facilitate the organization of awareness events by supporters and develop promotional resources and materials. <p>Speaker Programme</p> <ul style="list-style-type: none"> • Develop a Hope for Justice Speaker Program in the US, training individuals to speak on behalf of the organization at churches, events and community groups to raise awareness and increase financial giving to Hope for Justice. • Oversee the Speaker Program, ensuring that speaking engagements are booked and all opportunities maximised. <p>Stands and Expos</p> <ul style="list-style-type: none"> • Manage the planning and delivery of Hope for Justice’s involvement and representation at key events and conferences, overseeing the recruitment and management of volunteers to represent the organization. <p>Major Events</p> <ul style="list-style-type: none"> • Oversee the implementation and development of Hope for Justice initiatives, including Hope Challenge, 31 Days of Freedom and Back to School to engage and inspire current and new supporters. 	

Person Specification	
<p>Essential</p> <ul style="list-style-type: none"> • Direct experience of the US voluntary fundraising environment, including knowledge and understanding of funding initiatives • Excellent interpersonal and communications skills, with a proven ability to inspire, enthuse, and motivate individuals to action • Confident and engaging public speaker • The ability to work in a self-directed manner and as part of a team • Experience in organizing and running events, working within budgets and agreed timeframes • Experience in budget planning and monitoring • Good understanding of the Christian Church sector <p>Desirable</p> <ul style="list-style-type: none"> • 2 years' experience in a fundraising role, with a proven track record of success • Bachelor's Degree 	
General Competencies	<ul style="list-style-type: none"> • Organized and methodical • Able to work in a team • Exceptional attention to detail • Works well with change • Values self-development • Able to prioritize own work • Decisive • Innovative and creative • Excels at negotiating and influencing • Excels at people/performance management • Excellent time management • Excellent problem solving • Proven ability to project manage • Supports and develops others well • Passion for the organizational aims of Hope for Justice
Review	
Date Completed	20.04.20
Version Number	1.0
Approved By	CEO, Non Exec COO