

MTS Patrons Coordinator Position Description

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| Job Title: | MTS Patrons Coordinator |
| Job Type: | Negotiable Fulltime or Part Time Position |
| Location: | Level 5, 34 Macmahon St, Hurstville, NSW |
| Reports To: | MTS National Director |
| Direct Reports: | Nil |
| Hours of Work: | Office hours are 9.00am to 5.00pm, although flexibility will be important in the role. A time in lieu system operates to compensate for out of hours work |
| Remuneration: | Competitive salary commensurate with experience |
| Intended Start Date: | January – March 2022 (negotiable) |

Organisation and Position Context:

MTS is an multidenominational evangelical organisation that, under God, is seeking to change the world. MTS multiplies Gospel workers through ministry apprenticeships. MTS has trained over 3,200 apprentices since 1978 and wants to accelerate the pace. Our Major Partners are mission critical to recruiting Gospel workers.

The Vision of MTS is:

‘To win the world for Christ by multiplying Gospel Workers through ministry apprenticeships.’

The Mission of MTS is:

‘To raise up, train and resource MTS Trainers, as they multiply Gospel Workers through ministry apprenticeships.’

The Mission Objectives of MTS are:

1. Recruit and grow number of active Trainers
2. Equip and help Trainers to Recruit Apprentices
3. Equip and help Trainers to Train Apprentices
4. Retain and Grow (Develop) Trainers to be Entrusters
5. Develop indigenous MTS movements Internationally

MTS is blessed to receive \$600,000 in donations from supporters each year. The MTS prayer letter, MTS PartnerNews is delivered to 4,700 engaged supporters monthly. Amongst these there are a smaller but increasing number of major partners.

At MTS, we all strive to give what we can in the service of Jesus. We follow the acronym L.I.F.E, which stands for Labour, Influence, Finance and Expertise, because we value all contributions and acknowledge that people will give in these different ways, at different times.

A key aspect of the role of the MTS Patrons Coordinator is to work with our donors and major partners as they seek to give their L.I.F.E in the service of Jesus.

The MTS Patrons Coordinator will primarily invest one-to-one in our Major Partners to grow and connect them with opportunities to be involved in mission. They will use their organisational and networking skills to strategically develop, manage and execute a major partner engagement plan. They will build significant, lasting and meaningful relationships with the broad range of people that make up our major donor base.

The MTS Patrons Coordinator will work alongside the National Director to:

1. Grow the number of Major Partners
2. Grow the engagement of existing Major Partners
3. Establish a Gift in Will program (aka bequests)

The focus of this role will be on the development of new major Partners and the stewarding of existing major Partners for MTS, as well as supporting the rest of the team with other fundraising activity throughout the year.

MTS Patrons and Partners are people who partner with MTS in its vision by giving their L.I.F.E.

“Patrons” as a term includes a group of major givers who support the work of MTS financially.

Key Responsibilities:

The MTS Patrons Coordinator will be responsible for the following tasks:

1. **Assisting the National Director to create an MTS Major Gifts Support Raising Plan**
Develop and deliver on an agreed major partner engagement plan. This plan will be developed under the guidance and leadership of the MTS National Director.
2. **Relationship Management**
 - a. Build a personal relationship with MTS Major Patrons/Partners
 - b. Make personal contact with the Major Patrons/Partners twice a year to thank them for their support and to keep them updated regarding the ministry of MTS
 - c. Pray regularly and fervently for MTS Major Patrons/Partners
3. **Patron/Partner Recruitment**
 - a. Grow the number of active MTS Patrons/Partners (goal to be determined in consultation with the MTS National Director)
 - b. Grow the income received from MTS Patrons/Partners’ recurring gifts (goal to be determined in consultation with the MTS National Director).
4. **Gift in Will Program**
Create and execute a Gift in Will fundraising plan in conjunction with the MTS National Director based around an agreed segmentation of our donor base.
5. **Communications**
 - a. Manage all donor enquires (for both MTS Operations and Scholarship apprentices)
 - b. Tax receipts and thank you emails/calls are sent for each donation
 - c. Annual Summary Statements are sent out to all donors at end of each Financial Year
 - d. Prepare bespoke MTS designed Christmas cards for signing
 - e. Thank you letters for Major Patrons/Partner coming to the end of a commitment
 - f. Send annual reminders to Major Patrons/Partner of pledges
 - g. Take appropriate action when expected donations are not received
6. **Financial management and Tracking of Major Partner Donations**
 - a. Keep track of all regular giving and appeal pledges and track actual donations against those pledges.
 - b. Ensure that all donations are recorded in financial records database (Raisers Edge) in a timely and accurate manner (in liaison with *Financial Processing Services (FPS) and MTS Director of Operations and Pastoral Development*)
7. **Maintain database & Major Patron/Partners records**
Liaise with Financial Processing Services (FPS) to ensure that all donor records, financial transactions and commitment records are kept updated in a timely and accurate manner.

8. Assist with Publishing the MTS Annual Review

- a. Provide statistics and stories as required
- b. Assist with decisions on layout and distribution

9. Events Management

Manage relevant events for MTS Major Patrons/Partner recruitment when required. This would involve:

- a. Planning – including the purpose of the event, goals, program, etc.
- b. Bookings – including speakers, venues, hiring of equipment
- c. Invitation – promotion & administration
- d. Set up
- e. Presentations - as required
- f. Follow-up – any pledges or contacts made

10. Grants

- a. Investigate and catalogue grant applications suitable for MTS to apply for
- b. Assist the Director of Operations and Pastoral Development in the preparation of grant applications to relevant Grant Organisations
- c. Assist in the preparation of progress reports for grants already received.

NB: MTS Director of Operations and Pastoral Development will be responsible for oversight and submission of grant applications and reporting on grants received.

Essential Attributes

- A passion for seeing people come to know and love Jesus Christ
- A mature Christian faith and active service in a Christian church
- Agreement with the MTS Convictions Statement <https://mts.com.au/about/mts-convictions-statement/>
- 1-2 years experience in fundraising with exposure to the following components of the fundraising mix: grants, events, bequests, major gifts, regular giving
- Highly developed interpersonal communication & relationship management skills
- A strong drive for results
- Attention to detail
- Self-motivated
- Strong organisational and planning skills
- Sound analytical skills to assess project result data and action learnings
- A current driver's license

Desirable Attributes

- Proven results in the management of multi-channel donor acquisition and renewal programs
- Exceptional copywriting and editing skills
- Advanced in MS Office Suite
- Experience using CRM databases & marketing automation tools

Ministry Training Strategy



Direct Reporting

MTS National Director

Key relationships

MTS Staff

Patrons/Partners

MTS Patrons Consultant Advisor (volunteer)

Key Documents

MTS Strategic Plan

Signed:

Staff Member

MTS National Director

Date:

Staff Member

MTS National Director

Appendix

The MTS Ltd Head Office team plays a unique role in the movement.

In 2020 we as a team documented both “Why we exist” and also the behaviours we expect from one another. We wanted to be clear about the MTS Head Office Team’s purpose and culture.

The table below appears at the top of every fortnightly MTS Staff Team Meeting Agenda. We read it out loud and discuss it every time we meet. It is a living document and it helps the team to avoid unnecessary conflict and confusion.

| <u>Why do we exist as a Team?</u> | <u>What behaviours do we expect of one another?</u> |
|---|--|
| <p>We are a team of Christians to whom God has given specific gifts to enable us to work together to win the World for Christ by:</p> <ul style="list-style-type: none">• Challenging• Equipping, and• Helping <p>Christian Leaders to raise up Christian Leaders</p> | <ul style="list-style-type: none">• We bring everything to God in prayer• We think about the ‘why’ of each decision• We think about the ‘implications’ of each decision• We celebrate the big and little wins• We are accountable to God and therefore act honestly, respectfully and with integrity• We have a culture of constantly reviewing and learning from each other and the outside world• We work hard to communicate our expectations so as to avoid conflict.• We strive to deliver on our commitments• We celebrate our teams diversity of spiritual gifts for the glory of God |