

Regional Fund Development Senior Executive

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#JoinAlpha

The role purpose of a Regional Fund Development Senior Executive is to support fundraising administration, documentation, communication, events, and the coordination and collaboration with stakeholders for donor relationships, to meet fundraising objectives in support of the Alpha's mission. Applications for this essential role will send in samples of their written work.

About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to asiapacificcareers@alpha.org

Alpha

Key Responsibilities

Based in Kuala Lumpur, the Regional Fund Development Senior Executive covers the following:

1. Supports team administration
 - Schedules meetings, team dates and tracks the team budget for regional fund development events.
 - Maintains accurate and up-to-date Proposal and Reporting Directory of the organisation's funding commitments.
 - Responsible for processing Thanking in a timely manner.
 - Communicates and coordinates resources with the Marketing & Communications Team, Media Agency and the Digital Team.
 - Organises and supports research.
 - Upholds communication with Global Fund Development Team and National Alpha Offices (NAOs) as advised by Regional Development Directors.
 - Develops team presentations.
2. Writes content for
 - Reports and proposals with curated information.
 - Monthly e-newsletters.
 - Quarterly regional updates.
 - The Monthly Giving Programme and Giving pages.
3. Supports events, trips and meetings through the preparation of information packs, trip schedules, meeting notes, and to drive reminders for tasks to be actioned.
4. Assists in the coordination of fund development needs for Philippines and Alpha in the Catholic Context
 - Maintains up-to-date folders to access accurate info for budgets, outcomes and pertinent notes, annual highlights and stories.
 - Prepares donor documentation and assists in initiatives to increase local fundraising capacity.

Qualifications & Essential Skills

- Bachelor's degree or other equivalent qualification and with proven work experience in similar development and support.
- Excellent English communication skills: proficient in written & spoken English.
- Established time management skills, highly organised and able to function effectively to support team deliverables.
- Able to thrive in a fast-paced environment, to work both as a core team player and independently.
- Proficient in MS Office Suite.

Desirable Characteristics

- Knowledge of and passion for Alpha.
- Spiritual maturity and unquestionable integrity.
- 'Can do' attitude.
- Able to work in a team-oriented, collaborative environment.
- Culturally adaptable to work with teams across the region.