

Regional Fund Development Senior Executive

Got talent
#JoinAlpha

We seek a highly organised and proactive professional for the role of Regional Fund Development Senior Executive to support the fund development team in coordinating and implementing fundraising plans to fund the regional budget and scale-up fundraising at Alpha.

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, the revitalisation of the churches 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 role of the Regional Fund Development Senior Executive covers the following:

- Research fundraising opportunities and strengthen donor documentation.
- Support the development and preparation of presentations, proposals and reports.
- Support the development and coordination of small to mid-sized donor acquisition and engagement.
- Data input and management that is timely and accurate using Salesforce.
 - Record uploads, donor updates, configuration of reports and mailing lists etc.
 - Assist with gift records from various income streams.
 - Assist in the analysis of fundraising metrics and performance.
- Manage donor mailing campaigns with Mailerlite.
 - Creating and designing templates for content mailouts.
 - Updating and maintaining mailing lists for approved communications.
 - Managing subscriptions for donor communication.
- As key support in event management - planning and executing fundraising events and donor appreciation initiatives.
- Coordinate department meeting schedules, agendas and meeting follow-ups.
- Provide logistical support, creative input, practical solutions for ministry opportunities in fundraising.

Qualifications & Essential Skills

- Proficient in Microsoft Office Suites and basic layout and CMS experience such as Mailerlite. Salesforce knowledge an added advantage.
- Excellent organisational, administration and project management skills.
- Strong written and verbal communication abilities.
- Preferred experience in event planning and coordination.
- Preferred knowledge of fundraising best practices and ethical standards.

Desirable Characteristics

- Team player with a positive attitude and willingness to keep learning.
- Passionate about Alpha's vision and mission.
- Detail-oriented with the ability to work effectively in a fast-paced environment.
- Maintains clarity to deliver on timely deliverables.
- Discreet and able to handle confidential information with integrity.