



Alongside Hope

Anglicans and partners working for change
in Canada and around the world

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► alongsidehope.org

Position Description: Director of Supporter Relations

Position title:	Director of Supporter Relations		
Immediate supervisor:	Executive Director		
Positions directly supervised:	Public Engagement Coordinator, Youth Engagement Coordinator, Volunteer Coordinator, Supporter Relations Officer		
Job Category:	Management	Status: Non-Union	Full Time
Approved By:	Executive Director		
Date Approved	February 2025		

The vision of Alongside Hope is for a truly just, healthy and peaceful world.

Alongside Hope has zero tolerance for and seeks to prevent sexual exploitation, abuse, and harassment (SEAH). Alongside Hope is committed to keeping the prevention of and response to SEAH at the centre of all its work.

Alongside Hope’s Director of Supporter Relations promotes and thrives in a diverse and rights-based organization.

The Director of Supporter Relations values the historical legacy that Alongside Hope enjoys with the Anglican Church of Canada and demonstrate a commitment to the Marks of Mission of the Church.

Purpose of the Position

The Director of Supporter Relations provides leadership to a focused team working primarily alongside Anglican parishes, Dioceses, volunteer networks, and other parties, bridging global and domestic partnerships, to promote learning, build collaboration and deliver results to further Alongside Hope’s Strategic and Annual Plans.

I. Duties and Responsibilities

1. Team Leadership and Organizational Accountability

- Provide overall leadership, coordination and supervision of the Supporter Relations Team
- Lead the planning process of the team, as it aligns with Alongside Hope's organizational strategic and annual plans
- As a member of the management team, contributes to Alongside Hope's organizational and strategic and annual planning, implementation and review
- Work with team members to develop individual workplans that align with team and organizational plans and strategy
- Lead the team budget planning process, ensuring effective reporting and variance analysis on budget lines
- Ensure work is managed effectively including when team members travel and when on leave
- Promote and support a culture of learning and professional development for team members

2. Engagement, Outreach and Learning

- Oversee and support event planning processes based on team members' established workplans
- Collaborate with team members to identify and support volunteers, within and beyond the Dioceses of the Anglican Church of Canada. This would include the development of a volunteer engagement plan
- Support the work of the Volunteer coordinator and Youth Engagement Coordinator to facilitate volunteer led initiatives
- Guide the development of right relationships with Indigenous communities across teams and with other parties
- Oversee the work of Public Engagement and Supporter Relations, across teams and with other parties, to respond to the Calls to Action of the Truth and Reconciliation Commission.
- Promote the development and sharing of resources and program results to support the learning and commitment of Alongside Hope constituency
- Ensure Alongside Hope is visible in parishes and dioceses through building/leading relationships with Bishops and Diocesan leadership
- Coordinate reporting to the Board, staff, and other stakeholders on the work of the team

3. Representation and Collaboration

- Represent Alongside Hope to external organizations and board committees
- Collaborate with membership agencies for organizational learning and shared goals
- Contribute to mutually supportive relationships with the Anglican Church of Canada and its agencies
- Represent Alongside Hope through speaking, writing, and presentations
- Oversee the collaborative work with Communications and Marketing staff in the design and development of Public Engagement Resources to promote Alongside Hope's programs and partnerships

4. Fund Raising

- In collaboration with the Director of Fundraising, work with team members and supporters to identify and include funding opportunities by which Canadians, including Canadian Anglicans, can contribute to programs.
- Contribute to the writing of cases for funding support that may develop from engagement with supporters and conversation with colleagues
- Connect prospective major donors and institutional opportunities with the Director of Fundraising

Organizational Responsibilities

- Support organizational planning and reporting
- Support and as required, lead on the carrying out of actions that involve participation across teams
- Contribute to Management Team responsibilities
- Contribute to a strong working relationship between Management and Labour.
- Participate in institutional activities (e.g. team and staff meetings, policy development, matrices)
- Work within Alongside Hope policy, guidelines and strategic directions

Other Duties as Assigned

- Carry out additional assignments as required

II. Typical Contacts

Internal (Alongside Hope and Church House Staff)

- Alongside Hope Staff, Board and Volunteers
- General Synod, General Secretary, Bishops, Clergy, Diocesan Representatives, staff, and Parish representatives

External (Beyond Alongside Hope and Church House Staff)

- Ecumenical and inter-agency organisations and alliances

III. Responsibility and Authority

Employee Relations:

- Supervise and direct the work of others
- Manage the Supporter Relations Team in accordance with the Collective Agreement and other organizational policies and procedures
- Contribute to the effective staff working relationships in Alongside Hope, and between Alongside Hope, Anglican Church House and other stakeholders

Money:

- Overall responsibility to manage the portion of the Alongside Hope Supporter Relations program budget of \$300,000-\$400,000)

Decision Making and Recommendations:

- Develops goals and implementation plans within area of responsibility subject to overall policy and priorities established by Alongside Hope
- Make requests to Management Team and the Alongside Hope Board and Committees regarding their involvement with events, speaking and presentations
- Supervise the Supporter Relations team in the setting of goals and objectives
- Evaluate work performance of Supporter Relations Team members

IV. Job Specifications**Previous Experience, Education and Skills Required**

- Minimum ten years of leadership experience in organizations with similar mandate as that of Alongside Hope
- Four-year university degree, preferably in fields of public and volunteer engagement
- Familiarity with Anglican Church of Canada's mission and ministry. Commitment to ecumenism and transformative justice
- Awareness of the relationship between Alongside Hope and the Anglican Church of Canada. Awareness and, preferably, experience with the structures and working relationships within and across the Church and its Dioceses
- Personnel management, conflict resolution, team building skills and an overall ability to inspire, mentor and delegate
- A strong and demonstrated commitment to gender equity and social justice
- Excellent financial budgeting, reporting and variance analysis
- Capacity to respond appropriately to complexity, conflict, and diverse cultures
- Ability to receive and provide constructive and supportive feedback and respond quickly and productively to changes in the environment or priorities
- English-language fluency, good written and spoken French
- Ability to travel within Canada and, at times, internationally for partner visits
- Strong written and oral communication skills and strong representation skills with donors and partners
- Depth of organizational and administrative skills, including time-management and meeting reporting timelines

Physical and Mental Effort:

- Mental efforts include handling multiple demands on one's time, coping with the stress of not being able to respond to requests as quickly as one would like
- Consensus building, responding and resolving conflicts that may occur
- Occasional light lifting
- Frequent sitting in one position for extended periods of time will be necessary and visual attention to detail is frequent
- Computer work and data-base management

Conditions Under Which Work is Performed:

Alongside Hope staff work remotely with a requirement of ten to fifteen days in-office and / or in-person days per year. Work from home / Work away from the office requires a sharing of and commitment to availability for online meetings with team members, other staff, supporters and others as per the duties and responsibilities required for this position.

Travel within Canada may be required for up to six weeks per year.