



US Partnerships Coordinator Job Description The Opportunity:

The Opportunity:

As a part-time Partnership Coordinator (20-25 hrs./wk., remote), you play a key role in developing and strengthening relationships to accomplish the mission of Great Lakes Outreach (GLO): to see Burundi transformed in Jesus' name.

With your gifts of communication, networking, and marketing, you will connect local Burundian ministry leaders with Gospel patrons in the US. You will bring awareness to America of all God is doing in Burundi and invite others to join.

Responsibilities include: Support, Retention, and Communication:

- Engage with supporters, promptly acknowledge new donations, and send thank you cards; share the impact of giving and invite them to engage further with GLO (sharing relevant news/blog articles, GLO website, podcasts, inviting to email list, prayer, etc).
- Improve supporter database, keep up-to-date, synchronize with email lists etc.
- Work to expand GLO Ambassadors (monthly giving) in the US.
- Increase donor data input in CharityProud and report functionality.
- Work with the GLO UK team to develop US-specific content and pages for the website.
- Work with GLO UK - annual newsletter, appeals, and digital communications. Support the GLO US Board and GLO Global Team:
- Work with the CEO to keep GLO US Board members regularly informed and updated. · Respond to GLO US Board action items.
- Attend weekly staff prayer meetings.
- Provide ongoing feedback on US supporters/donations and share supporter messages with the GLO Burundi team or partners for their encouragement. Contingency:
- Work with the US Finance Administrator to understand their processes and procedures (access to our US online accounts to provide continuity/backup).

The Team:

The team includes **Simon Guillebaud**, GLO's Founder and CEO; the US Board of Directors, comprised of people with strong faith, a love for the Lord, and a commitment to GLO's mission; the Finance Administrator whom you will work with on various projects; and the GLO UK staff. You will also work with GLO Burundi staff and other outside contractors. You will have a mentor who will train and guide you in your responsibilities.

Candidate Profile:

Required Qualifications

- Strong written and verbal communication.
- Strong networking capabilities.
- Proficient in Microsoft Office.
- Organized and detail-oriented.
- Dependable, flexible, and proactive.
- Self-starter, able to take initiative and problem-solve.
- Ability to travel (limited amount).
- Ability to exercise good judgment and confidentiality.
- Ability to work in a fast-paced environment with changing priorities and variable schedules.
- Minimum of a Two-year degree; bachelor's degree in business administration or equivalent preferred.
- Committed to the work of evangelization and discipleship of others.
- Christ-centered and Spirit-led character; committed to personal discipleship through a life of regular prayer, active participation in the Church body, and behavior consistent with the moral teachings of Christ.

Additional Qualifications

- Prior experience with a Customer Relationship Management system is preferred.
- Experience in a cross-cultural, evangelical, and discipleship-focused environment.
- Proficient in Graphic Design software systems (Canva, Adobe Photoshop).
- Demonstrated experience building, leading, and developing a team.
- Experienced in building a network, including presentations and phone calls.

About GLO:

History

Simon Guillebaud felt called to Burundi during the Civil War in 1999. Simon recognized the potential for strategic cooperation with local leaders and founded GLO in 2003. In 2015, during the presidential crisis, GLO was working apolitically behind the scenes through our partners to promote peace across the nation. Today, GLO has expanded to supporting over 25 partners and is an internationally respected organization.

Our Vision

Our vision is to see Burundi transformed in Jesus' name.

Our Values

- Reflect those modeled by Christ in the Gospels: respect, passion, integrity, humility, wisdom, and justice. We seek to apply the highest professional standards to our work.

How We Work

- GLO works with visionary local leaders to transform Burundi through education, sport, business, healthcare, and more, bringing hope to thousands of the most vulnerable.
- We identify, equip, and empower the best local leaders of passion, integrity, gifting, and vision for the transformation of the nation. GLO has identified a network of exceptional Christian leaders in Burundi who are now representing multiple projects. We help these partners to develop, enabling them to increase their self-sufficiency. The results are exciting and encouraging despite Burundi's many challenges.
- GLO has an office 'on the ground' in Bujumbura in Burundi, managed by Bosco Mutebutsi. GLO is, therefore, able to manage the distribution of gifts locally and with integrity.
- GLO has rigorous financial and banking procedures and policies so that your giving is secure. We work hard to avoid excessive administrative costs so that the maximum amount of funds can go to our exceptional local partners.

To Apply

Please send resume and cover letter to **Lacey Fafieta** at lacey@greatlakesoutreach.org by Jan. 10, 2024. Visit us at <http://www.greatlakesoutreach.org> for more information or contact Lacey Fafieta (614)581-4203.