Open Doors®

PARTNERSHIPS ASSOCIATE

(MELBOURNE)

- Four days per week | Melbourne-based | Primarily remote, with regular in-person engagement
- Help develop new church partnerships and expand Open Doors' reach across Victoria, South Australia and Tasmania
- Combine relationship building, opportunity development and strong execution in a varied ministry role
- Bring fresh thinking, sound judgement and disciplined follow-through to a Partnerships team with real momentum

WHY OPEN DOORS?

In Christ, we strengthen the most persecuted. We connect the Australian and New Zealand Church with their persecuted family to deepen one another's discipleship journey. When you work with us, you'll get the chance to strengthen the faith of persecuted Christians, even in the most dangerous places.

Here's what our people say about working at Open Doors:

- *"Working for Open Doors means being challenged and encouraged in your faith every day! It's a privilege to be in a job that helps strengthen the global body of Christ."*
- *"Seeing and hearing real stories of persecution has forced me to see my walk with Christ in a new way."*
- *"It is such a joy to know that I'm using the gifts that God has given me to help serve those who need to be served."*

Working with us also provides the opportunity to be a part of regular team devotions, access to Christian counselling, visiting our work in the field, as well as coming together for bi-annual team days for fellowship, prayer, and worship.

OUR IMPACT

Last year, our work at Open Doors helped **9,553,640** persecuted Christians across the globe, providing:

- 542,813 people with advocacy,
- 5,766,757 people with biblical training,
- 2,531,985 people with Bibles and Christian literature,
- 176,405 people with emergency relief, and
- 535,680 people with socio-economic support.

As a respected and growing ministry supporting persecuted Christians in more than 70 countries, we are a leading voice on Christian persecution and a trusted partner in building a mature and unified global Church. We're excited to welcome someone who shares our values and mission.

ABOUT THE ROLE

We're looking for a high-capacity operator who can become a consistent pillar across our partnerships work in Victoria, South Australia, and Tasmania. Working alongside our Relationship Managers, you'll help progress relationships and opportunities while providing the organisation, momentum, and follow-through that helps partnership portfolios move forward. You'll personally own and develop church relationships and partnership opportunities, while supporting Relationship Managers on more strategic opportunities across churches, key partners, and selected major giver engagement. Your work will help churches and partners engage with their persecuted family through prayer, discipleship, advocacy and financial support.

This is a role for someone who likes variety and wants their work to lead somewhere. One day you might open a conversation with a church leader, the next you could be shaping a partnership proposal, helping deliver a fundraising event, following up with a partner, or preparing to speak at a church. Your organisation and follow-through will help good opportunities become lasting partnerships.

This is a four-day-per-week role, primarily worked remotely, with regular time alongside our Victorian team and local travel for church meetings and presentations. Across the year, you'll speak or preach in approximately 10–12 Sunday services, with time-in-lieu provided. Occasional regional Victorian travel may also be part of the role and can be discussed.

It's also a role with room to grow, offering increasing responsibility across church engagement, speaking, and opportunity progression.

You'll work closely with several Relationship Managers, taking responsibility for key pieces of work and seeing them through.

You'll have genuine room to contribute, take initiative, and own meaningful pieces of work, while learning alongside experienced Relationship Managers.

Key Responsibilities

- Provide consistent support across Relationship Manager-led portfolios—helping prioritise opportunities, coordinate activity, track commitments, and keep agreed next steps moving.
- Build genuine connections with churches and potential partners through phone calls, email, online meetings, and face-to-face engagement—and make sure promising conversations are followed through well.
- Keep existing partners meaningfully connected by sharing relevant stories, resources, campaign opportunities, and ministry updates.
- Own and progress agreed church relationships and partnership opportunities from first contact through meetings, proposals, presentations, and agreed next steps.
- Help turn partnership conversations into clear, persuasive proposals, presentations, briefings, and engagement plans—bringing together the content, details, and follow-through needed to move each opportunity forward.
- Bring Open Doors' mission to life in churches, services, events, and supporter gatherings through compelling storytelling and clear, confident presentation—inviting people to respond through prayer, advocacy, and financial support.
- Support selected major giver and key partner engagement through thoughtful follow-up, timely ministry updates and stories that keep people close to the work they are helping make possible.
- Help bring partnership events to life by coordinating the planning, communication, resources, logistics and follow-up that make them land well.
- Keep Salesforce records, reporting and relationship administration accurate and on track so that agreed actions keep moving, good conversations are never lost, and partnerships are built upon over time.
- Spot practical ways to make our systems, workflows, and resources work better, helping the team follow through, build stronger partnership momentum, and extend the reach of Open Doors' ministry.

ABOUT YOU

You're a confident communicator and highly organised operator with the drive and capacity to build strong relationships, spot opportunities, and turn them into action. You enjoy creating momentum, coordinating moving parts, and ensuring important opportunities don't fall through the cracks. You bring energy, sound judgement, and reliable follow-through, and you're comfortable moving between relational ministry, practical coordination, and detailed administration. What motivates you is the opportunity to use those strengths to serve the Church and strengthen Christians living under persecution.

The role will ask you to judge what needs attention, respond well when priorities shift, and carry work through without needing every next step mapped out. You'll move confidently between independent responsibility and close collaboration, without losing sight of people or detail.

Your experience might come from ministry, sales, fundraising, account management, business development, customer success, events, project coordination, or somewhere we haven't listed. What matters is that you can build trust, take initiative and bring your skills and giftings into a purpose-driven ministry environment.

What You Bring

- A proven track record of building trusted relationships, creating new opportunities, and delivering outcomes in ministry, sales, fundraising, account management, business development, or another relevant professional environment
- The ability to communicate naturally across one-to-one conversations, written proposals and group settings—bringing clarity, warmth and conviction to every interaction
- A solid foundation in public speaking, preaching or presenting, with the confidence to represent Open Doors in church settings
- Initiative, persistence, and the confidence to make calls, pursue opportunities, and independently progress agreed outcomes
- Exceptional organisation, attention to detail and follow-through, with the ability to coordinate multiple relationships, projects, events and priorities simultaneously
- The ability to exercise sound judgement and work independently within agreed priorities, while staying closely aligned with Relationship Managers and the wider Partnerships team
- A practical, solutions-focused mindset—bringing ideas, asking good questions, and spotting opportunities to strengthen established systems, processes, and ways of working
- Strong digital capability, with demonstrated proficiency using systems such as Salesforce, Microsoft 365, and digital collaboration tools
- A genuine desire to help churches across Australia connect with their persecuted brothers and sisters in practical, meaningful and lasting ways
- A personal commitment to Jesus Christ and meaningful involvement in a local church or Christian ministry
- Based in Melbourne or surrounding regions, with capacity for local travel and Sunday ministry

Desirable

- Experience working within a Christian organisation, church, or ministry
- Theological training or a relevant ministry qualification
- Experience working across a varied portfolio of relationships, projects, or opportunities, with evidence of keeping multiple priorities moving at once
- Familiarity with the church landscape across Victoria, South Australia, or Tasmania, and confidence engaging across denominations and church networks
- Experience using Salesforce or another CRM
- Experience improving systems, processes or workflows
- Familiarity with AI tools and the ability to use them thoughtfully and efficiently in everyday work

JOIN US

If you want to help churches across Victoria, South Australia, and Tasmania stand with persecuted Christians through prayer, discipleship, advocacy, and financial support, we'd love to receive your application.

Shortlisted applicants will be contacted for an initial conversation, and those who progress will be invited to a formal interview process.

Please submit a brief resume (maximum 3 pages) and a cover letter sharing why this role resonates with you to peopleandculture@od.org.au. **Applications without both documents will not be considered.**

Applications close at 11:59 p.m. on Tuesday, 17 November 2026.
Early applications are encouraged, as the position may be filled before the closing date.
Ideally, the successful applicant will commence in January 2027, although timing is negotiable.