

# Major Donor Executive

As a key member of our Philanthropy Team, your focus will be on cultivating and stewarding meaningful relationships with major donors, enabling us to meet ambitious fundraising goals. Your role will drive significant impact across a portfolio of major donors, ensuring customised donor journeys and innovative donor engagement activities that connect donors to our mission.

## Key Duties

- **Major Donor Engagement:** Identify, qualify, and build relationships with donors, focusing on major gifts (\$5,000+)
- **Portfolio Management:** Enhance donor relationships by understanding the motivations, needs, and goals of donors; tailor approaches to create value and inspire long-term commitment and increased giving.
- **Proposal Development:** Write compelling, donor-centric proposals and reports that align our program priorities with donor interests, creating persuasive cases for support.
- **Appeals Strategy:** Collaborate with the Individual Giving team to develop targeted tactics
- **Compliance and Best Practice:** Ensure all activities are compliant with national and state fundraising laws, as well as Australian Privacy Principles, while upholding the highest standards of donor care.
- **Support Initiatives:** Contribute to broader philanthropic initiatives and cross-functional projects that drive long-term growth in philanthropic income.

## Qualifications & Experience

- Tertiary qualifications in a relevant business or related discipline
  - Proven success in relationship management and initiating new relationships
  - Demonstrated success in managing donor or sales portfolios
  - Expertise in writing and presenting compelling proposals and making inspiring asks, whether in person, over the phone, or in writing
  - Understanding of the Australian philanthropic landscape, trends, and donor motivations
  - Passion for child rights
- Desirable**
- Familiarity with Salesforce or other CRM platforms to manage donor journeys and track progress

*At ChildFund Australia, all staff must remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (SEAH) risks. Staff will acquire the knowledge and skills needed to understand our Child Safeguarding and PSEAH policies & procedures, promote strong safeguarding practices, and conduct themselves consistent with these policies.*

## Skills & Qualities

- Strong relationship management and communication
- Effective under pressure, results oriented and proactive
- Exceptional interpersonal and collaboration skills
- Strategic and critical thinking
- Adaptable and responsive to change

## Childfund Australia's Values

Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: Philanthropy  
 Location: ChildFund Australia, Level 8, 162 Goulburn Street, Surry Hills NSW 2010  
 Employment: Full-time  
 Reports to: Philanthropy Manager  
 Other Information: Must have working rights in Australia.  
 Please apply at: <https://www.childfund.org.au/work-with-us/>





## ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 36 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration

We provide a remuneration package that is attractive and fair; our remuneration framework ensures that we are aligned with employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

### Flexible Working Arrangement

ChildFund Australia is supportive of flexible working arrangements; we encourage a culture of flexibility and encourage conversation between yourself and your manager about maintaining work-life balance. If the role allows, employees can choose to work up to half their time from home.

### Salary Packaging

As a not-for-profit organisation, our employees are eligible for salary packaging. The Australian Taxation Office (ATO) allows us to reimburse you for some of your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

### Employee Assistance Program

In case you need help with personal, family or employment-related matters you and your family will have access to free external, professional and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia you will be contributing to our programs which protect, educate, and empower children and young people.