

PHILANTHROPY EXECUTIVE

PURPOSE OF THE POSITION

As a key member of our Philanthropy Team, you will cultivate and steward meaningful relationships with major donors and institutional funders to help meet ambitious fundraising goals. You will manage a portfolio of trusts, foundations, and corporates—leading high-quality grant submissions, reporting, and tailored stewardship that deepens engagement and drives impact.

KEY DUTIES

- Lead the submission and management of grant proposals and reporting for trusts, foundations, and corporate partners. Work closely with internal stakeholders to align proposals with program priorities and manage reporting requirements to maintain strong funding relationships.
- Identify, qualify and build relationships with philanthropic donors, trusts and foundations, focusing on major gifts (\$50,000+).
- Write compelling, donor-centric proposals and reports that align our program priorities with donor interests, creating persuasive cases for support.
- 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.
- 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.
- Contribute to broader philanthropic initiatives and cross-functional projects that drive long-term growth in philanthropic revenue.
- Utilise data-driven insights, engagement planning and supporter surveys to determine priorities and to ensure approaches are stakeholder centric
- Work closely with the Communications and Marketing teams to create effective donor journeys
- Provide clear data reporting on portfolio performance and growth
- Remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (SEAH) risks. Promote strong safeguarding practices, and conduct yourself in a manner consistent with these policies.

QUALIFICATIONS & EXPERIENCE

- Previous experience in fundraising, philanthropy, marketing or sales
- Proven experience delivering financial results within a charity or business development role
- Demonstrated success in preparing and submitting grants and managing funder relationships
- Demonstrated success in managing donor or sales portfolio

DESIRABLE

- Tertiary qualification in a relevant business-related discipline
- Experience in not-for-profit organisations
- Extensive knowledge and understanding of the Australian philanthropic environment
- Demonstrated understanding of gender equality, disability, and social inclusion
- Experience with CRMs, in particular Salesforce

SKILLS

- Collaborative, relationship-focused and a team player
- Skilled in cultivating and managing relationships with donors and partners
- Energetic, eager & confident Fundraiser willing to go above and beyond for a valuable lead or supporter
- A knack for writing and presenting compelling proposals and making inspiring asks—whether in person, over the phone, or in writing
- Motivated by a desire to make a meaningful difference in the lives of children living in poverty
- Passionate about international development and the rights of children

Department: Fundraising

Location: ChildFund Australia, Sydney Office, Level 8, 162 Goulburn Street, Surry Hills.

Employment: Full-time or part time (0.8FTE)

Reports to: Philanthropy Manager

Other Information: Must have working rights in Australia

Please apply at:

www.childfund.org.au/work-with-us/

Commitment to
ChildFund Australia's
values – Respect,
Integrity,
Collaboration, Change,
Empowerment &
Excellence

**CHILDFUND
AUSTRALIA'S
VALUES**



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 12 organisations which assists almost 23 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

HOW WE VALUE YOUR CONTRIBUTION

REMUNERATION PACKAGE

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to 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

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance. If the position allows, employees can choose to work up to 2 days from home per week.

SALARY PACKAGING

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition 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.

**AT CHILDFUND AUSTRALIA
YOU WILL BE CONTRIBUTING
TO OUR PROGRAMS WHICH
PROTECT, EDUCATE, AND
EMPOWER CHILDREN AND
YOUNG PEOPLE.**

