



POSITION DESCRIPTION

Philanthropy Manager

Award: SCHADS Level 6

Part time (0.8 FTE)

Location: Melbourne (Clayton) / hybrid

About Our Village

Our Village is the new chapter in the story of St Kilda Mums, Geelong Mums and Eureka Mums. We're turning pre-loved into re-loved so every child thrives.

Our vision is a future where we share more, waste less and care for every child. Every day, we collect, sort and redistribute essential nursery equipment, clothing, books and toys for babies and children, responding to requests from social workers and Maternal & Child Health Nurses across Victoria.

In 2024, we impacted over 22,000 babies and children through distributing 75,780 items at a second hand value of \$8.5M and diverting over 200,000kg from landfill. But we have even greater ambitions to reach every child that needs us.

Position Overview

This is a pivotal role for the future of Our Village.

Reporting to the Head of Fundraising and Communications, the Philanthropy Manager is responsible for securing significant income through grants, government funding and high net worth individuals (HNWIs). You'll own and grow the charity's largest revenue stream – and your results will directly impact thousands of vulnerable babies and children every year.

You'll be the strategist, connector and storyteller – building relationships with key funders, crafting compelling proposals and stewarding our most significant supporters.

We're a tight-knit, values-led Fundraising & Communications team of six (currently). We punch well above our weight and we've got big ambitions. Everyone pitches in, celebrates wins, and lifts each other up.

The role will work in collaboration across the charity to maximise revenue whilst ensuring a seamless and rewarding supporter experience.

The position will require some travel to complete fundraising activities.

Key Relationships

Internal	<ul style="list-style-type: none">• Fundraising and Communications Team• Executive Leadership Team• Community Engagement and Operations Team
External	<ul style="list-style-type: none">• Major current and potential future funders of Our Village's work• Government for the purposes of applying for grants – grant giving decision makers, administrators and organisations e.g. Government Departments and Government agencies such as Sustainability Victoria.• High Net Worth Individuals

Key Responsibilities

- Achieve income targets for:
 - Trusts and Foundations (including PAFs, Corporate Foundations)
 - Major Donors / High Net Worth Individuals
 - Government grants
- Cultivate and maintain strong relationships with:
 - Grant Managers and decision makers
 - High Net Worth Individuals and foundation managers
 - Government funding bodies and public sector contacts
- Develop compelling funding proposals, budgets, presentations and reports.
- Write excellent, persuasive grant applications and acquittals.
- Develop and manage a live funding pipeline aligned to organisational priorities.
- Collaborate across the organisation to identify funding needs and design fundable projects.
- Steward donor relationships excellently and advise and support the CEO and Board Directors in their stewardship.
- Maintain accurate records, donor intelligence and reporting via CRM (Salesforce)
- Contribute to fundraising planning, forecasting and budgeting.
- Provide reporting and insights to senior leadership on income, pipeline and performance.
- As funding grows, help scope future team growth and potential line management.

Key Experience / Skills

- Proven experience securing significant philanthropic income - ideally multi-year grants and/or major gifts (\$100K+).
- Strong relationship building and stewardship skills for funders, donors and stakeholders at all levels.
- Great networker with the ability to pitch to funders, negotiate and close major funding partnerships.
- Deep understanding of philanthropic giving in Australia (grants, PAFs, government, HNWI's)
- Excellent writing skills and the ability to craft persuasive, tailored funding cases for support.
- Growth Mindset – proactive and positive at all times – seeks learning, gives and receives feedback positively and constantly improves systems, processes and themselves.
- Strong project management with the ability to manage competing priorities and deadlines.
- Experience producing detailed reports and acquittals that meet funder requirements.
- CRM / database proficiency - Salesforce experience highly regarded.
- A team player who thrives in a flexible and collaborative environment.
- A commitment to the vision and values of Our Village.

Additional Requirements

- Driver's license and access to a car - (some travel required between our two warehouses in Melbourne and Geelong for management of grants and relationships)
- Willingness to occasionally work outside standard hours (e.g. events or key meetings)
- Current Working With Children Check

August 2025