

ROLE PURPOSE

Role Title: Philanthropy Executive

Division: Public Affairs

Location:
Melbourne

Date: July 2025

Employment type: Full time,
Permanent

Reports to:

**Number of direct
reports:** 0

Leadership Band:
Leads self

Purpose of the role:

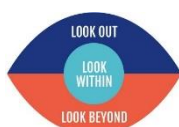
The **Philanthropy Executive** will support the development and delivery of donor relationships, engagement and income generation through High-Net-Worth-Individuals (HNWIs), Trusts and Foundations, Private Ancillary Funds (PAFs) and Public Ancillary funds (PuAFS); to create a positive impact in the communities we work in towards ending avoidable blindness and preventing vision loss.

The **Partnerships Executive (Philanthropy)** will:

- 1. Philanthropy Strategy Execution:** Work closely with Philanthropy team to help develop and implement the philanthropic strategy of The Foundation, contributing to donor engagement, pipeline development, and income growth, with a focus on campaign donors.
- 2. Portfolio Management & Donor Engagement:** Proactively manage and grow a portfolio of philanthropic donors secured through appeals, campaigns, and bespoke pitch materials—including high-net-worth individuals (HNWIs), Trusts & Foundations (T&Fs), Private Ancillary Funds (PAFs), and Public Ancillary Funds (PuAFs). Manage engagement and solicitation activities to contribute to mutually rewarding partnerships and deliver financial outcomes.
- 3. Stewardship and Relationship Building:** Build strong, value-aligned, exceptional partnerships with existing philanthropic partners/supporters by deeply understand their needs and aspirations and connecting to impact and the Foundation's mission.
- 4. Insights into Philanthropic Trends:** Bring deeper understanding and knowledge on the philanthropic trends, donor motivations and aspirations, and champion their philanthropic journey within the Foundation.
- 5. Internal Collaboration and Campaign Integration:** Collaborate closely with the broader organisation including within the Campaign/Global Philanthropy team Individual Giving teams, Marketing and Programs to strengthen The Foundation's offering and stewardship activities. (e.g.: fundraising initiatives and campaigns, special event activities, donor visit coordination)
- 6. Any other responsibilities as requested by your manager.**

Our Capabilities

As a member of The Foundation Family you will:



- 1.** Live by the values of The Foundation and support The Foundation's culture, performance and brand.
- 2.** Adhere to all The Foundation's policies and procedures.
- 3.** Strengthen the health, safety and well-being of all/look out for the well-being.
- 4.** Lead, collaborate and contribute in all interactions.

Essential Experience:

- 2+ years of experience in fundraising including HNW giving.
- An understanding of the PAFs and T&F landscape,
- Exposure to engaging T&F and major donor relationships that support income generating outcomes.
- Experience supporting stakeholder engagement stakeholders through multi-year funding campaigns.

Skills:

- Proven ability to work well under pressure and to strict, often tight timeframes,
- A logical thinker, a collaborative team player and are able to turn complex content into simple clear messages, pitch documents and proposals.
- Strong communication and interpersonal skills and the ability to engage and build rapport with stakeholders.

Desirable Experience:

- Experience working for profit and not for profit sector
- Passionate about eye health outcomes and experience fundraising in health sector.
- Working knowledge and understanding of CRM systems including Raiser's Edge.
- Event support experience

Qualifications:

Tertiary degree qualifications in relevant field or similar work experience

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does not involve "Working with Children" either direct or indirect.

Travel:

As required

Additional Responsibility:

Role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.