

ROLE PURPOSE

Role Title: Stewardship & Content Officer – Global Philanthropy

Division: Public Affairs

Location: Philippines

Date: April 2026

Employment type: Full time Permanent contract with flexible work arrangement

Reports to: Brand & Communications Manager – Global Philanthropy

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The Stewardship & Content Officer — Global Philanthropy plays a key role in strengthening The Foundation's stewardship capability by supporting the delivery of consistent, high-quality transformational donor and corporate partnerships experiences across markets. Sitting within the brand and communications team, but working closely with Global Philanthropy Operations, this role coordinates donor content development, reporting, stewardship and recognition, ensuring strong alignment between donor commitments and program delivery.

This role supports fundraisers to move from reactive to proactive stewardship, strengthening transformational donor and corporate partner confidence, retention and long-term transformational partnerships.

The Stewardship & Content Officer – Global Philanthropy will:

Stewardship & Content Coordination and Delivery

- Coordinate delivery of global stewardship across priority donors and partnerships in collaboration with programs, finance, country teams, and markets
- Track stewardship plans and touchpoints including impact updates, events, potential donor visits and personalised engagement
- Source and curate content gathered from country teams to support donor engagement
- Support global donor recognition activities including annual reports, progress updates, donor naming rights and donor recognition
- Track reporting timelines, commitments and deliverables to ensure obligations are met
- Monitor progress against donor-funded initiatives and flag risks or delays

Donor Experience and Journey

- Support implementation of stewardship frameworks and standards
- Track donor engagement milestones
- Ensure activities align with agreed donor/corporate partner's priorities and long-term partnership opportunities
- Support the transition of donors from acquisition to ongoing stewardship and renewal

Systems, Data and Insights

- Maintain accurate stewardship and reporting records in the CRM
- Monitor dashboards and insights that inform decision-making and retention strategies
- Support continuous improvement of stewardship tools, processes and workflows

Cross-Functional Coordination

- Co-ordinate with Relationship Managers across all markets to deliver stewardship
- Liaise with Country Managers to ensure communications and stewardship are meaningful and impact-focused
- Collaborate across Global Philanthropy Operations to support consistency in processes, reporting and donor journey frameworks
- Collaborate with Prospect Research, CRM, Finance and Data teams to support accurate records and reporting
- Collaborate with Marketing and Communications to ensure high-quality, consistent donor materials
- Support Global Community and Events to integrate stewardship into the event strategy
- Contribute to global operating rhythms including portfolio reviews, campaign governance and planning

Other tasks 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.



Essential Experience:

- Experience in fundraising, donor stewardship, relationship management, and HV donor communications
- Strong organisational and coordination skills with attention-to-detail
- Ability to manage multiple priorities in a fast-paced, global environment
- Excellent written and verbal communication skills
- Experience working with CRM systems and data tracking
- Collaborative, proactive and solutions-focused

<p>4. Lead, collaborate, and contribute to all interactions.</p>	<ul style="list-style-type: none"> • Experience supporting major donor/corporate partners or high-value fundraising is desirable
<p>Skills:</p> <ul style="list-style-type: none"> • High-quality, timely donor/partner reporting and communication • Strong alignment between donor/partner commitments and program delivery • Improved donor/partner confidence, satisfaction and retention • Clear visibility of stewardship activity across markets • Increased operational efficiency and scalability • Strong collaboration between global, country and program teams 	<p>Desirable Experience:</p> <ul style="list-style-type: none"> • Experience in international development & NFP sector.
<p>Qualifications: Diploma or similar</p> <p>Travel: Potential travel for purposes of team building</p> <p>This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details</p>	<p>The position involves: This position is recognised as having “Contact with Children” either direct or indirect</p> <p>Additional Responsibility: Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p> <p>To work in The Foundation, you will:</p> <ul style="list-style-type: none"> • 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 that are identified as working with children