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## SENIOR MANAGER, FUNDRAISING

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JULY 2025

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### POSITION SUMMARY

Location:	Parkville		
Functional area:	Communications and Fundraising		
Classification/ Salary:	Salary base of \$145,000 - \$155,000 commensurate with skills and experience + 12% super + access to \$15,900 NFP salary packaging		
Job level:	4		
Reports to:	Director, Communications and Fundraising		
Employment type:	1.0 FTE		
Employment length:	Ongoing		
Direct reports	3	Indirect reports	-

### POSITION PURPOSE STATEMENT

The Senior Manager, Fundraising plays an integral role in developing and implementing Orygen's fundraising strategy and initiatives. As part of the Communications and Fundraising team, this is a vital new leadership role that oversees three direct reports. The role works closely with Orygen's senior leaders and researchers, as well as the Foundation Board to retain and expand existing philanthropic income, while exploring new fundraising opportunities that support Orygen's strategic objectives.

#### About Communications and Fundraising

The Communications and Fundraising team's focus is to build and protect the reputation of Orygen through effective communication and storytelling while also working to promote a philanthropic culture that creates fundraising opportunities to support Orygen's mission.

### POSITION FOCUS

	Key responsibility area	Percentage
1	Strategy, planning and execution	30%
2	Leadership and management	30%
3	Donor engagement	20%

### REVOLUTION IN MIND

4	Campaigns, events and partnerships	20%
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## POSITION KEY RESPONSIBILITY AREAS

<p><b>Strategy, planning and execution</b></p> <ul style="list-style-type: none"> <li>• Support the implementation of Orygen’s fundraising strategy in collaboration with the Director of Communications and Fundraising, senior leaders and Foundation Board.</li> <li>• Help to refine Orygen’s fundraising narrative, positioning and case for support.</li> <li>• Deliver an integrated fundraising program that enhances Orygen’s philanthropic footprint, balancing a range of fundraising streams including high-net-worth giving, trusts and foundations; community giving; corporate partnerships; events; and bequests to support sustainable growth in fundraising income.</li> <li>• Work with the Business Development team to build and maintain partnerships with corporates and community groups to support Orygen’s work, identifying, developing and nurturing these relationships.</li> <li>• Explore opportunities to expand relationships and funding arrangements with trusts and foundations, working with key internal stakeholders to foster relationships, draft funding proposals, track milestones and report to funders.</li> </ul> <p><b>Leadership and management</b></p> <ul style="list-style-type: none"> <li>• Mentor team members, while leading and inspiring a high performing team.</li> <li>• Support the development of team objectives, goals, and targets, and monitor progress.</li> <li>• Promote a philanthropic culture across the organisation that embeds the importance of fundraising and educates staff on the role they can play in supporting its success.</li> <li>• Monitor the overall effectiveness and impact of Orygen’s fundraising programs and provide regular reporting.</li> <li>• Work with your colleagues in Communications and Fundraising to develop and promote a positive reputation for Orygen, including the development of new collateral and materials with support from the creative team.</li> <li>• Build and maintain positive working relationships with different functional areas and utilise output from those areas to increase fundraising effectiveness.</li> <li>• Create a data-focused culture to drive business growth across all fundraising streams.</li> </ul> <p><b>Donor engagement</b></p> <ul style="list-style-type: none"> <li>• Develop a strategy to identify major donors and opportunities while also working to retain and expand relationships with existing donors.</li> <li>• Work with the team to cultivate and manage relationships with a focus on high-net-worth individuals capable of making transformational gifts.</li> <li>• Map and oversee the giving journey, ensuring a high-quality experience at all stages and for all levels of supporters.</li> <li>• Look for opportunities to involve board members and other senior leaders in targeting and cultivating prospects and managing existing donor relationships.</li> </ul> <p><b>Campaigns, events and partnerships</b></p> <ul style="list-style-type: none"> <li>• Develop fundraising campaigns and events that maximise opportunities for growth in revenue and awareness of the Orygen brand.</li> <li>• Develop an always-on digital paid marketing/fundraising campaign strategy that reaches new prospects and grows Orygen’s list of donors and regular givers.</li> <li>• Work with key internal stakeholders to develop a plan to engage staff in a large-scale annual giving event that grows over time.</li> <li>• Ensure Orygen is appropriately represented at events where required, leveraging these opportunities to drive awareness, engagement and financial support for Orygen’s work.</li> </ul>
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## EDUCATION / QUALIFICATIONS

Preferred	<ul style="list-style-type: none"> <li>• A tertiary qualification in a related area.</li> </ul>
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## EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> <li>• Extensive fundraising experience with demonstrable success in achieving fundraising targets.</li> <li>• Experience working at senior levels in developing and implementing fundraising strategies.</li> <li>• Proven ability to develop and manage key stakeholder and donor relationships at all levels.</li> <li>• Demonstrated success in identifying and realising new funding opportunities.</li> <li>• Proven experience in developing or supporting a donor acquisition program.</li> <li>• Ability to motivate and manage a team to deliver results.</li> <li>• Experience working with Raiser’s Edge or a similar CRM.</li> <li>• Sound knowledge of best-practice fundraising principles.</li> <li>• Demonstrated high-level interpersonal, written and oral communication skills.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Strong stakeholder engagement and influencing skills</li> <li>• Proactive and results-driven approach, always looking for opportunities for continuous improvement.</li> <li>• Reliable, efficient and detail orientated.</li> <li>• Collaborative communicator who ensures alignment across teams and stakeholders.</li> <li>• Comfortable working independently and as part of a cross-functional team.</li> <li>• Strategic thinker with the ability to connect fundraising goals to broader organisational priorities and long-term vision.</li> <li>• Persuasive communicator, able to craft compelling narratives that inspire philanthropic support across diverse audiences.</li> <li>• Resilient and adaptable, able to navigate ambiguity and respond to change with a positive, solutions-focused mindset.</li> <li>• Data-driven and outcome-focused, using insights to drive continuous improvement in donor journeys, reporting and performance metrics.</li> <li>• Inspiring leader and mentor, capable of motivating and developing a high-performing team while modelling integrity, accountability and commitment to mission.</li> </ul>

## KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> <li>• Director of Communications and Fundraising</li> <li>• Major Donor Manager</li> <li>• Fundraising Database and Prospect Research Manager</li> <li>• Donor Care Officer</li> <li>• Social Media Adviser</li> <li>• Head of Communications and Media</li> <li>• Chief of Research and Knowledge Translation</li> <li>• Director, Research Operations</li> <li>• Director, Orygen Global</li> <li>• Executive Director</li> <li>• Digital Content Producer</li> </ul>
External	<ul style="list-style-type: none"> <li>• Orygen Youth Mental Health Foundation Board members</li> </ul>

## SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• Unrestricted right to live and work in Australia.</li> <li>• A current National Police Check will be required.</li> <li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li> </ul>
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- You may be required to work across more than one of Orygen’s sites, which are currently located within the north and west of Melbourne.
- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Occasional out of hours, evening and/or weekend work may be required.

**SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES**

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen’s high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

**ACKNOWLEDGEMENT**

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]