
FUNDRAISING ADVISER

SEPTEMBER 2026

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POSITION SUMMARY

Location:	Parkville		
Functional area:	Communications and Fundraising		
Classification/ Salary:	Salary \$105,000 - \$115,00 commensurate with skills and experience + 12% super + access to \$15,900 NFP salary packaging		
Job level:	3		
Reports to:	Senior Manager, Philanthropic Partnerships		
Employment type:	1.0 FTE		
Employment length:	Ongoing		
Direct reports	0	Indirect reports	0

POSITION PURPOSE STATEMENT

The Fundraising Adviser plays a key role in growing Orygen's philanthropic income and strengthening the delivery of its fundraising program across trusts and foundations, major giving, community fundraising and donor engagement.

Reporting to the Senior Manager, Philanthropic Partnerships, the role manages a portfolio of fundraising activity, including trust and foundation opportunities, proposals and acquittals, donor communications, fundraising events, prospect research and donor engagement.

Working closely with researchers, program leaders and the wider Communications and Fundraising team, the Fundraising Adviser identifies and progresses philanthropic opportunities, develops compelling donor materials and ensure donors and funders receive a high-quality experience throughout their relationship with Orygen.

The role combines strong fundraising execution with excellent organisation, writing and relationship-building skills and will contribute to the continued growth and professionalisation of Orygen's philanthropic program.

About Communications and Fundraising

REVOLUTION IN MIND

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	Trusts and foundations philanthropic operations	25%
2	Proposals, donor meeting preparation, and materials	25%
3	Donor events and campaigns support	25%
4	CRM management, fundraising team support and opportunity identification	25%

POSITION KEY RESPONSIBILITY AREAS

1. Trusts and foundations philanthropic operations

- Manage a portfolio of trust and foundation opportunities from identification and qualification through to application, stewardship, reporting and acquittal.
- Research and identify new trusts, foundations and philanthropic prospects aligned with Orygen's strategic priorities.
- Develop high-quality funding applications and proposals in collaboration with researchers, finance and program leads.
- Manage grant reporting and acquittal requirements, ensuring funder commitments are delivered on time and to a consistently high standard.
- Build productive working relationships with internal stakeholders and, where appropriate, external funders and philanthropic partners.
- Maintain accurate records of opportunities, relationships and activity within Orygen's CRM.

2. Proposals, donor meeting preparation, and materials

- Prepare briefing materials, talking points, and supporting documents for donor meetings led by the Senior Manager, Philanthropic Partnerships and other senior leaders.
- Support the development of proposals, case studies, and tailored donor materials that reflect Orygen's strategic priorities and research strengths.
- Gather research updates, program outcomes, and impact data to inform donor facing documents and conversations.
- Ensure all donor facing materials are well presented, accurate, and aligned to Orygen's brand and messaging.
- Manage selected donor relationships and fundraising opportunities appropriate to the role.

3. Donor events & campaigns support

- Coordinate the operational delivery of donor events, including cultivation moments, briefings, and stewardship events across the calendar.
- Develop event collateral, run sheets, attendee briefings, and speaker materials.
- Liaise with internal speakers, researchers, and senior leaders to ensure events are well prepared and reflect Orygen's standard.
- Support post event follow-up, ensuring stewardship continues seamlessly beyond the event itself.

4. CRM management, fundraising team support and opportunity identification

- Provide operational support to the broader Orygen fundraising team, contributing to the smooth delivery of campaigns, projects, and ad hoc initiatives.

- Provide support to the Senior Manager in the delivery of timely and accurate reports for the Executive Leadership Team, Orygen Youth Mental Health Foundation Board and Orygen Board.
- Support timely donation processing and administration.
- Contribute to the maintenance of an accurate and up to date donor database.
- Identify and assess new trust, foundation, and philanthropic opportunities aligned to Orygen's strategic priorities.
- Build and maintain a working knowledge of the Australian and international philanthropic landscape, surfacing opportunities for senior leaders to pursue.
- Contribute to continuous improvement of fundraising operations, systems, and processes.

EDUCATION / QUALIFICATIONS

Preferred	• A tertiary qualification in marketing, communications, fundraising or a related area.
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EXPERIENCE / SKILLS

Experience / skills	• Demonstrated experience in fundraising, philanthropy, development or a related relationship-based role, ideally within the not-for-profit sector. • Experience managing fundraising activities or a portfolio of philanthropic opportunities with a high degree of autonomy. • Experience working with trusts and foundations, including prospect research, applications, proposals, reporting and acquittals. • Strong relationship-building skills and confidence engaging with donors, funders and senior internal stakeholders. • Exceptional written communication skills, with the ability to translate complex information into compelling donor communications and proposals. • Demonstrated ability to manage multiple projects, deadlines and competing priorities independently. • Strong research and analytical skills with the ability to identify and assess prospective philanthropic opportunities. • Experience with CRM systems, preferably Raiser's Edge, or the ability to quickly develop proficiency. • Experience delivering donor or stakeholder events would be highly regarded.
Personal attributes	• Highly organised and detail orientated, with strong project management instincts. • Proactive and anticipatory, able to keep multiple workstreams moving without close supervision. • Reliable and accountable, with a natural sense of ownership over deadlines and follow through. • Strong written communicator, able to draft and refine donor facing materials to a high standard. • Collaborative team player who supports colleagues at all levels and contributes to a positive team culture. • Curious and resourceful, with a willingness to learn the philanthropic landscape and Orygen's research priorities. • Calm under pressure, comfortable working to tight timelines and shifting priorities. • Solutions focused, looking for ways to improve operational efficiency and donor experience.

KEY RELATIONSHIPS

Internal	• Senior Manager Philanthropic Partnerships • Donor Partnerships Manager
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	• Corporate Partnerships Manager • Director of Communications and Fundraising • Digital Engagement Specialist • Head of Communications and Media • Chief of Research and Knowledge Translation • Director Business Development & Strategic Partnerships • Director, Research Operations • Director, Orygen Global • Financial Controller • General Manager, Orygen Digital • Digital Content Producer
External	• Orygen Youth Mental Health Foundation Board members

SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- 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]