

POSITION DESCRIPTION

Philanthropy Manager



Position:	Philanthropy Manager
Department:	Impact
Time Fraction:	0.8 to Full Time
Reports To:	Head of Impact
Responsible for staff:	Nil
Position Tenure:	Permanent
Date of Review:	August 2026

Role Summary

The Philanthropy Manager leads the strategy and day-to-day activity required to grow sustainable philanthropic income from trusts, foundations, private and public ancillary funds and other grant-making philanthropic entities. The role builds long-term partnerships that connect philanthropic investment with Kids Under Cover's strategic priorities and impact for young people.

The role is responsible for developing and maintaining a strong pipeline of prospective and existing philanthropic partners, using a disciplined relationship-management and business-development approach across prospect identification, cultivation, solicitation, stewardship, renewal and reporting.

Working closely with the Head of Impact, CEO and teams across Programs, Assets and Development, Finance, Communications and other relevant functions, the Philanthropy Manager translates organisational priorities, evidence and outcomes into compelling investment propositions, grant applications, presentations, impact reports and acquittals.

The role maintains high standards of philanthropy stewardship, grant compliance, forecasting, CRM data quality and performance reporting, and contributes market intelligence and philanthropic insight to organisational planning and sustainable growth.

Key Responsibility Areas (KRAs)

Philanthropic Giving and Partnerships (80%)

- Develop and implement an annual philanthropy plan aligned with KUC's 5 year strategy, funding priorities and agreed income targets;
- Build and manage an end-to-end pipeline of trusts, foundations, PAFs and other philanthropic prospects, including research, qualification, cultivation, solicitation, stewardship and renewal;
- Develop tailored and compelling funding propositions, grant applications, presentations and cases for support that clearly articulate need, impact, outcomes and value;
- Cultivate trusted, long-term relationships with philanthropic staff, trustees, advisers, intermediaries and sector stakeholders, including arranging strategic engagement with the CEO, Head of Impact and Board members where appropriate;
- Develop and manage a consistent philanthropic partner journey and stewardship approach that strengthens engagement, retention and opportunities for multi-year support;
- Coordinate the matching of organisational funding priorities with appropriate philanthropic opportunities, working collaboratively with internal teams to obtain accurate program, impact, financial and evaluation information;
- Ensure funding criteria, grant conditions and organisational commitments are understood before applications or agreements are finalised;
- Schedule, coordinate and prepare high-quality progress reports, impact reports and final acquittals in line with funding agreements and agreed deadlines;
- Maintain a current grant calendar and philanthropic pipeline, including next actions, decision dates, expected income, probability and relationship history;
- Maintain accurate and timely records in KUC's CRM, including contact details, interactions, proposals, commitments, reporting obligations and stewardship activity;
- Monitor and report on philanthropic performance, including income against target, pipeline value, conversion, renewal, concentration risk and emerging opportunities;
- Represent KUC professionally at relevant philanthropic networks, briefings, meetings and sector events;
- Work with Communications and relevant internal teams to ensure philanthropic materials are accurate, persuasive, impact-focused and aligned with KUC's brand and messaging.

Strategic Planning and Performance (10%)

- Develop functional priorities, annual targets and a forward plan for philanthropic giving;
- Maintain awareness of philanthropic trends, funder priorities, sector activity and changes in the external funding environment to identify opportunities and risks;
- Build a diversified, multi-year funding pipeline that supports sustainable growth and reduces reliance on a small number of funders;
- Provide the Head of Impact and senior leadership with regular pipeline, forecast and performance reporting and advice on significant opportunities, risks and relationship priorities;
- Prepare and monitor the philanthropic income and expenditure budget and contribute to organisational forecasting;
- Develop and manage project plans for key philanthropic initiatives and funding campaigns.

Compliance, Policy and Process Management (10%)

- Comply with KUC policies, delegations and approval processes applicable to philanthropic activities and decisions;
- Ensure fundraising activity complies with relevant fundraising, privacy, charity, data protection and ethical fundraising requirements;
- Maintain appropriate due diligence, documentation and approval processes for philanthropic partners, funding agreements and organisational commitments;
- Ensure grant-funded expenditure, milestones and reporting obligations are tracked and escalated where risks or variances arise;
- Maintain high standards of Salesforce data integrity, record keeping, confidentiality and information security;
- Review and improve philanthropy processes, templates, systems and workflows to increase efficiency, quality and organisational knowledge;
- Ensure all external communications and funding materials are accurate and brand aligned.

Key Relationships

Internal

- Head of Impact; CEO and Senior Management Team; Programs; Assets and Development; Finance; Communications; Board members and other staff as required.

External

- Trusts and foundations; private and public ancillary funds; philanthropic advisers and intermediaries; sector networks and peak bodies; community partners and other stakeholders relevant to funding opportunities.

Key Performance Measures

- Achievement of agreed annual philanthropic income and expenditure targets;
- Quality, value and diversity of the active philanthropic pipeline and forward funding prospects;
- Application success, renewal and retention performance;
- Timely completion of applications, reports, acquittals and funding obligations;
- Quality and currency of Salesforce data, forecasting and pipeline reporting;
- Strength and depth of philanthropic partner relationships and stewardship activity;
- Effective collaboration across KUC to develop fundable, evidence-informed propositions.

Experience

- Minimum five years' experience in philanthropy, fundraising, partnerships, business development or a closely related field, preferably in the not-for-profit or purpose-led sector;
- Demonstrated success securing and growing significant funding from trusts, foundations, PAFs or other philanthropic sources;
- Demonstrable experience cultivating, managing and maintaining high-level relationships with philanthropic staff, trustees, advisers and sector intermediaries;
- Proven experience in setting, tracking and achieving fundraising or revenue targets;
- Significant experience preparing persuasive grant applications, funding proposals, presentations and cases for support;
- Significant experience in high-level reporting and acquittal processes, including preparation of evidence-based outcome and impact reporting;
- Experience developing and managing a prospect pipeline, grant calendar and relationship-management plans;

- Experience using Salesforce to manage relationships, activity, obligations, forecasting and reporting; Salesforce experience is highly regarded;
- Experience producing income and expenditure budgets and monitoring financial performance;
- Demonstrated ability to work collaboratively with program, finance, evaluation, communications and executive stakeholders to develop funding propositions and deliver commitments;
- Experience working with sector networks and confidence representing an organisation in high-level stakeholder and networking environments;
- Demonstrable experience managing confidential and sensitive stakeholder relationships;
- Strong working knowledge of Microsoft Office, including Excel, and confidence working with data and reporting tools.

Qualifications

- Relevant tertiary qualification in fundraising, business, communications, marketing, social impact or a related discipline, or equivalent demonstrated professional experience.
- Membership of Fundraising Institute Australia and/or relevant professional development in philanthropy or fundraising is desirable.

Key Skill Areas

Negotiates persuasively	Gains consensus and commitment from others, makes confident and appropriate funding asks, and resolves issues constructively.
Communicates with influence	Communicates clearly and credibly, actively listens, adapts messaging to different audiences and presents a compelling case for investment.
Relationship management	Cultivates trusted, long-term internal and external relationships and uses stakeholder insight to strengthen engagement and outcomes for KUC.
Proposal and impact writing	Synthesises complex information into persuasive, accurate and audience-specific proposals, cases for support, reports and acquittals.
Project management	Plans and coordinates multiple funding opportunities and deliverables to a high standard, on time and within agreed parameters.
Strategic thinking	Identifies relationships between issues, funder interests and organisational priorities; synthesises information and recognises strategic opportunities and risks.
Commercial and financial acumen	Understands budgets, forecasts, funding agreements and revenue performance and applies sound judgement to maximise sustainable philanthropic income.
Data and CRM discipline	Maintains accurate relationship and pipeline data, uses information to prioritise activity and produces reliable performance and forecast reporting.
Accountability	Achieves results through effective use of resources, strong follow-through and a commitment to quality, compliance and ethical practice.
Plan and prioritise	Plans to achieve priority outcomes, manages competing deadlines and responds flexibly to changing circumstances.
Evaluate and improve	Uses evidence, feedback and performance information to continuously improve philanthropy strategy, systems and practice.

Behavioural Competencies

- Work together
- Respect others
- Don't judge
- Be understanding
- Find a way
- Be positive
- Be ethical
- Lead by example
- Show dedication
- Advocate for the cause

Child Safety, Inclusion and Professional Conduct

- Act in accordance with KUC's commitment to child safety and the wellbeing of children and young people;
- Contribute to a culturally safe, inclusive and respectful workplace and engage stakeholders in a manner consistent with KUC's values and purpose;
- Maintain confidentiality, professional boundaries and the highest standards of ethical conduct in all philanthropic relationships.

Authorisation

I have read, understood and accepted this position description as the basis of this role.

Employee

Manager

Signature / Date: _____

Signature / Date: _____

Kids Under Cover reserves the right to review and amend this document at its discretion.