



POSITION *description*

Position title	Head of Philanthropy
Team	Marketing & Fundraising
Reports to	Director of Marketing & Fundraising
Direct reports	Grants Manager, volunteers as required
Date effective	January 2026
Contract	Ongoing Part Time, 0.6 FTE
Location	Lighthouse Youth Resource Hub (Cremorne)

About Lighthouse Foundation

At Lighthouse we provide homes and therapeutic care programs to children and young people impacted by long term neglect, abuse and homelessness. Our focus is to create caring communities where children and youth can feel safe, form meaningful relationships and begin to heal from traumatic experiences. Our Lighthouse Homes, Foster and Family Care and In Community care environments ensure our support reaches the children and youth who need it, where they need it, for as long as they need it.

Vision

To end youth homelessness, together.

Mission

To provide children and young people who are homeless, or at risk of homelessness, with the care and support they need to heal and thrive. Through community collaboration and our evidence-based Lighthouse Model of Care, we create therapeutic homes and deliver tailored support programs to transform the lives of young people. We also educate and support foster carers and families in the same way, so they too can care for some of Australia's most vulnerable children.

Values

Respect, Kindness, Courage, Collaboration

Position overview

The Head of Philanthropy is responsible for leading Lighthouse Foundation’s major donor, trust and foundation’s strategy, ensuring strong, values-aligned relationships that deliver sustainable, long-term philanthropic support.

This senior role plays a critical stewardship and engagement function, ensuring donors clearly understand the impact of their giving and feel deeply connected to Lighthouse’s mission. Through best-practice donor relations, impact reporting, and strategic engagement, the role strengthens donor retention, lifetime value, and philanthropic growth.

Reporting to the Director of Marketing and Fundraising, the role works closely with the CEO, Founder, Board, and senior leaders to steward major donors, manage high-value philanthropic relationships, and identify opportunities for transformational and legacy giving.

The Head of Philanthropy brings a strategic yet hands-on approach, combining emotional intelligence, exceptional communication, and disciplined reporting with a genuine passion for donor experience and impact.

Role specific requirements

Area of responsibility	Activities (performance measured against activities during reviews)
Donor Stewardship, Retention & Experience	<ul style="list-style-type: none"> • Ensure a best-practice donor stewardship framework is in place, delivering timely, meaningful, and personalised donor communications • Oversee donor acknowledgement processes, ensuring: <ul style="list-style-type: none"> – Electronic thank-you letters and receipts are issued within 24 hours – Hard copy correspondence is issued within 48 hours where required • Ensure major donors (\$50k+ and/or multi-year supporters) receive high-quality, succinct quarterly impact updates, including beyond the funding period where appropriate • Design and maintain a donor feedback system to capture insights, satisfaction levels, and opportunities for improvement • Ensure donor satisfaction targets are met or exceeded, with a strong focus on long-term retention and relationship depth.
Internal Collaboration & Impact Reporting	<ul style="list-style-type: none"> • Support and work closely with Grants Manager and wider Fundraising team • Work closely with Care Services, Lighthouse Institute, Marketing, Finance, and Executive teams to ensure donor reporting is accurate, meaningful, and outcomes-focused • Collaborate with Marketing to support the development of donor-facing content, publications, and impact storytelling



Philanthropy Strategy & Portfolio Management

- Coordinate donor stories and recognition within Lighthouse communications where appropriate and approved
 - Provide operational and engagement support to the Founder in relation to donor and philanthropic relationships.
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- Meet or exceed operational fundraising budget for the Philanthropic, Trust/Foundation and Major Donors portfolio
 - Lead and implement Lighthouse Foundation's philanthropy strategy, including major gifts, in alignment with the organisation's 3-year strategic plan
 - Develop, manage, and grow a portfolio of high-value individual donors and philanthropic supporters
 - Work closely with the Director of Marketing and Fundraising to refine systems, processes, and reporting frameworks for donor engagement and stewardship
 - Prepare high-quality impact and financial reports and acquittals for major donors and philanthropic partners, ensuring transparency, accountability, and storytelling excellence
 - Prepare regular reports and insights for the Director of Marketing and Fundraising and contribute to Board reporting as required
 - Support the CEO, Founder, and Board in donor cultivation, recognition, solicitation, and stewardship activities.
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Organisational specific requirements

Organisational participation

- Attend and facilitate team meetings, trainings, whole staff meetings and planning days
 - Contribute to the implementation of reliable and predictable community events on the weekends
 - Contribute to collaborative practice across the organisation
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Professional development

- Participate in regular supervision, professional development and review meetings
 - Attend regular group processes and trainings as required
 - Contribute to a culture that is reflective, inclusive and open
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OH&S

- Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and young people including following safe working procedures and instructions
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Risk	<ul style="list-style-type: none"> All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks Identify and communicate any risks in Care
CQI	<ul style="list-style-type: none"> All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks
Commitment to Lighthouse culture	<ul style="list-style-type: none"> Staff are expected to participate in the processes and practices that uphold the Lighthouse culture
Commitment to trauma informed practice	<p>Staff are expected to:</p> <ul style="list-style-type: none"> Engage in personal and professional development to integrate their understanding and response to people and systems that have been impacted by trauma Create or maintain a physical and emotional environment that promotes healing Engage in conflict resolution processes when required

Performance Measurements

An annual work plan will be developed in line with the Position Description and Lighthouse Foundation's Annual Business Plan to measure performance.

Key Relationships

Internal

- Director of Marketing & Fundraising
- CEO, Founder & Board
- Marketing & Fundraising Team
- Care/Programs Team
- Finance & Administration Team

External

- Major donors & Philanthropic supporters
- Foundations & Trusts
- Professional advisors & philanthropic networks

Authorities – Financial and People

- Seek approval for all unbudgeted expenses
- All other authorities listed under the Lighthouse Delegation of Authority policy

Qualifications and Licences

- Minimum 5+ years' experience in philanthropy, major gifts, donor relations, or a related senior fundraising role
- Tertiary qualification in a relevant field (fundraising, communications, business, social sciences or similar)
- Demonstrated experience managing high-value donor relationships
- Current driver's licence
- Criminal Records check
- Current Working with Children check

Key Selection Criteria

Essential

- Exceptional interpersonal and relationship management skills with high emotional intelligence
- Demonstrated experience stewarding major donors and philanthropic relationships
- Ability to work independently while collaborating effectively across teams
- Strong written, verbal, and presentation skills
- Highly organised with the ability to manage competing priorities and deadlines
- Commitment to Lighthouse's mission, values, and trauma-informed practice
- Demonstrated commitment to personal and professional development

Desirable

- Experience in not-for-profit philanthropy or major gifts fundraising
- Experience with legacy giving programs
- High attention to detail and quality standards
- Understanding of governance, compliance, and reporting within the NFP sector.

Employment conditions

- Part-Time (0.6 FTE) with flexible work practices available.
- Compliance with Lighthouse Foundation's Code of Conduct, including the Child Safe Code of Conduct, policies, and procedures.
- Successful completion of all pre-employment checks
- Lighthouse Foundation takes all reasonable steps to facilitate and maintain a safe environment for children, young people, and all participants of our service. It is for this reason that Lighthouse requires all potential employees to undergo a psycho-social assessment prior to confirmation of employment.
- Terms and conditions of employment are outlined in employment contracts.

Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as required basis. Any significant or material changes need to be discussed and agreed by incumbent and manager before inclusion.

The role description should be reviewed formally during the annual planning and performance assessment process.

Statement of Commitment to Child Safety

Lighthouse Foundation ensures that systems and accountabilities at every level of our organisation create an environment that prioritises the safety and well-being of every baby, child and young person in our care.

Our systems are targeted towards the prevention of abuse. We do this through robust recruitment and rigorous supervisory processes for every staff member and volunteer that comes into contact with our babies, children and young people. All staff, volunteers and young people are educated about how to recognise and report any concerns of abuse at Lighthouse Foundation.

We are committed to a thoughtful and protective environment that supports our babies, children and young people to feel safe and respected, and to build their capacity to feel deeply cared for and important to other human beings.

Threaded through all our processes is a commitment to the cultural safety of our babies, children and young people. We are inclusive and attuned to those from Aboriginal and Torres Strait Islander heritage, culturally and/or linguistically diverse backgrounds, the LGBTQI community, and babies, children and young people with a disability.