

Position Description – Fundraising and Donor Manager

Position:	Fundraising and Donor Manager
Commencement Date:	April, 2026
Hours per week	22.8 Hours per week (0.6 FTE) / 3 days
Location:	Werribee VIC/Hybrid
Employment status	Part-time, 3 days per week (0.6 FTE), with flexibility to work additional days during peak periods
Remuneration:	Pro-rata salary based on a full-time equivalent range of approximately \$150,000 per annum (excluding superannuation), depending on experience
Reports to:	Chief Executive Officer

About Wyndham Health Foundation

Established in 1993 as the City of Wyndham’s dedicated health foundation, Wyndham Health Foundation has proudly supported public hospitals and healthcare services across the region for more than three decades.

At the heart of our work is a commitment to generating funds that enable and sustain high-quality healthcare for our community.

Wyndham is one of Australia’s fastest growing municipalities. As the population continues to expand at an unprecedented pace, the demand placed on public health services continues to increase. The Foundation plays a vital role in supporting these services by mobilising community generosity, building partnerships and investing in initiatives that strengthen local healthcare outcomes.

Through community fundraising, education and partnerships, Wyndham Health Foundation has invested more than \$2 million in local health initiatives, equipment, research and wellbeing programs.

These investments support improvements across the local healthcare system including hospital services, medical equipment, community health programs and emerging health technologies that benefit residents across the City of Wyndham.

Our Difference

What sets Wyndham Health Foundation apart is our unwavering commitment to creating meaningful and measurable community impact.

Our work focuses on strategic funding that directly enhances healthcare outcomes for the people of Wyndham, ensuring that resources raised through the generosity of our community translate into tangible improvements in local health services.

Our Strategic Direction

Our strategic focus is on providing targeted funding to strengthen healthcare infrastructure and services across the City of Wyndham.

Position Description – Fundraising and Donor Manager

Guided by principles of equity, collaboration and innovation, we aim to ensure that every Wyndham resident has access to inclusive, high-quality public healthcare. Through partnerships with health providers, community organisations and donors, the Foundation seeks to foster a healthier and more resilient community.

Our Mission

To enhance healthcare in the City of Wyndham by providing strategic funding that improves the well-being of the community.

Our Vision

A community where every resident of the City of Wyndham receives equitable access to inclusive, high-quality public healthcare.

Our Values

Equity, Collaboration, Transparency, Diversity, Accountability

About the Role

The Fundraising and Donor Manager is a senior leadership role responsible for leading the development and execution of the Foundation's fundraising strategy and building sustainable, relationship-driven revenue streams.

The role exists to strengthen and diversify income beyond event-based fundraising, with a particular focus on major donors, corporate partnerships, bequests and long-term philanthropic relationships.

The position introduces dedicated accountability for fundraising performance, donor stewardship and pipeline development, ensuring that fundraising activity is strategic, planned and measurable.

Working closely with the CEO and accountable to the Board through the CEO, the successful candidate will contribute to shaping fundraising priorities and building the long-term philanthropic capability of the Foundation.

This is a hands-on leadership role suited to an experienced fundraiser who can operate with autonomy, build trusted relationships and establish systems that will underpin fundraising growth over time.

Context and Growth Phase

This role is being established at a pivotal stage in the Foundation's development.

Wyndham Health Foundation is transitioning from a predominantly event-led fundraising model toward a more mature, relationship-driven fundraising approach aligned with its Strategic Plan.

The Fundraising and Donor Manager position is a newly created role that reflects the Foundation's commitment to building a dedicated fundraising capability.

Position Description – Fundraising and Donor Manager

The successful candidate will work closely with the CEO and alongside the Community Engagement and Marketing functions to establish a coordinated, organisation-wide approach to fundraising, donor engagement and community partnerships.

Together, this leadership team will shape the systems, relationships and culture required to support the Foundation's long-term growth, sustainability and community impact.

This role offers a unique opportunity to influence the development of fundraising strategy while building the structures and relationships that will support the Foundation's future.

Key Responsibilities

Fundraising Strategy and Leadership

- Lead the development, refinement and execution of a comprehensive fundraising strategy aligned to the Foundation's Strategic Plan
- Establish clear fundraising priorities across major donors, corporate partnerships, bequests and community-led fundraising
- Translate strategic objectives into practical and achievable fundraising plans
- Monitor fundraising performance and adjust strategy in response to results, risks and opportunities
- Build and manage a structured fundraising pipeline that supports long-term revenue growth and donor engagement

Major Donors and Philanthropy

- Identify, cultivate, solicit and steward major donors and high-value prospects
- Build strong, long-term relationships based on trust, impact and shared purpose
- Develop tailored engagement and stewardship plans for key donors
- Work collaboratively with the CEO on high-level donor relationships where appropriate

Corporate Partnerships and Workplace Giving

- Design and grow a structured corporate partnerships program aligned to the Foundation's purpose and values
- Identify and secure corporate giving, sponsorship and partnership opportunities
- Manage ongoing corporate relationships to ensure mutual value and long-term engagement

Bequests and Legacy Giving

- Establish and embed a fit-for-purpose bequest and legacy giving framework
- Develop messaging, materials and engagement pathways to build awareness of legacy giving
- Work with advisors, partners and donors to support legacy giving conversations

Position Description – Fundraising and Donor Manager

Donor Stewardship and Retention

- Develop and implement structured donor stewardship and retention frameworks
- Ensure donors receive timely, meaningful and accurate communication about the impact of their contributions
- Strengthen donor confidence, loyalty and repeat giving

Systems, Governance and Reporting

- Implement and maintain appropriate fundraising systems, processes and data management practices
- Ensure fundraising activities comply with ethical, legal and regulatory requirements
Provide regular reporting to the CEO on fundraising performance, pipeline health and emerging risks
- Contribute to Board reporting and analysis as required

Collaboration and Organisational Contribution

- Work closely with the CEO, Community Engagement and Operations Manager and Marketing Officer to ensure alignment between fundraising, communications and community engagement
- Support volunteer fundraising initiatives and community-led fundraising where appropriate
- Contribute to organisational planning, continuous improvement and capability building across the Foundation

Key Performance Indicators

Performance will be guided by a mix of financial, relational and capability-building measures, agreed annually with the CEO.

Indicative measures may include:

- Progress toward agreed fundraising targets
- Growth and health of major donor, corporate and bequest pipelines
- Donor retention and stewardship effectiveness
- Establishment and effectiveness of fundraising systems and processes
Quality and timeliness of reporting and governance compliance

KPIs will evolve as the fundraising function matures and will reflect the Foundation's stage of development.

Key Relationships

- Chief Executive Officer
- Board and Board subcommittees (as required)
- Major donors, corporate partners and philanthropic supporters
- Community partners and volunteers
- External advisors and service providers

Position Description – Fundraising and Donor Manager

Selection Criteria

Essential

- Demonstrated experience in senior fundraising, philanthropy or donor development roles
- Proven capability in major donor and relationship-based fundraising
- Experience developing and implementing fundraising strategies
- Strong relationship management and communication skills
- High level of professionalism, integrity and discretion
- Ability to work autonomously and exercise sound judgement
- Strong organisational and reporting capability

Desirable

- Experience in health, community or hospital-adjacent organisations
- Experience with corporate partnerships and workplace giving
- Experience establishing bequest or legacy giving programs
- Familiarity with Australian not-for-profit governance and fundraising compliance

Personal Attributes

- Strategic and outcomes-focused
- Collaborative and relationship-driven
- Comfortable operating in a growing and evolving organisation
- Resilient, adaptable and pragmatic
- Strong alignment with the Foundation's purpose and values

Why Join Wyndham Health Foundation

This role offers a rare opportunity to help shape the fundraising future of a growing community health foundation in one of Australia's fastest growing municipalities.

Working closely with the CEO, the successful candidate will have the opportunity to establish the systems, relationships and programs that will underpin the Foundation's long-term fundraising capability.

For an experienced fundraiser motivated by community impact, this role offers the chance to build a meaningful donor program that supports improved health outcomes for the City of Wyndham.

Salary and Benefits

The role offers a competitive pro-rata remuneration package aligned with market benchmarks for senior fundraising roles.

Wyndham Health Foundation provides a flexible working environment, including hybrid work arrangements.

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Application Process

Applicants are invited to submit a resume and cover letter addressing the Key Selection Criteria.

Residents of the City of Wyndham are strongly encouraged to apply.

Wyndham Health Foundation is an equal opportunity employer and welcomes applications from individuals of diverse backgrounds.