

Position Description

JOB TITLE **Manager, Philanthropy**

DATE July 2026

REPORTS TO **Executive Director Communications and Fundraising**

Primary Purpose of Position:

Lead and grow Odyssey House NSW's high-value fundraising program across Major Donors, Private Ancillary Funds (PAFs), Trusts & Foundations, and Corporate Partnerships. The role is responsible for delivering significant, sustainable revenue growth, strengthening donor relationships, and supporting strategic organisational priorities including capital campaigns.

Odyssey NSW is a community organisation that works at reducing addiction and its' impact on individuals, families, carers, and communities.

Our Vision: A world free of addiction.

Our Purpose: To build safe and healthy communities by reducing the impact of substance use on individuals, families, carers and communities.

Our Values:

Respect We demonstrate consideration and regard for the feelings, beliefs and rights of others.

Integrity We act with honesty and adhere to consistent moral and ethical values and principles through our personal and professional behaviours.

Professionalism We are committed to excellence by maintaining our professional boundaries and fulfilling responsibilities in an accountable, inclusive and objective manner.

Creativity We trust in our limitless potential.

Location: Redfern
This role may require travelling between other Odyssey House NSW sites as required.

Employment Status: Full Time – Permanent

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POSITION DESCRIPTION

Key Areas	Key Responsibilities
Strategic Leadership	• Develop and deliver a high-value fundraising strategy aligned to organisational priorities. • Set and achieve annual revenue targets across major donors, PAFs, trusts & foundations, and corporate partnerships. • Manage and forecast income performance, budgets, and pipelines. • Provide regular performance reporting and strategic insights (Monthly operations report and committee reports). • Identify growth opportunities and drive continuous improvement across the philanthropy program. • Maintain donor details, donor reports and prospect notes in the database ensuring this information is treated in a confidential manner and used appropriately. • Help build a culture of philanthropy within the organisation by sharing positive donor impact stories.
Cross organisation and team working	• Facilitate the involvement of the CEO, Executive Director, Communications and Fundraising, members of the Fundraising Committee and Board and senior staff in aspects of the Philanthropy program as required. • Work in close collaboration with Fundraising Manager to ensure the Philanthropy program works in collaboration with events, individual giving, corporate and bequest programs. • Work with other areas of Odyssey House to identify key projects to build cases for support to help secure high value funds. • Work closely with the Finance and Operations team to ensure that project funding is distributed and acquitted correctly.
Major Donors	• Lead the Major Gifts program and manage a portfolio of high-value donors and prospects. • Develop and execute tailored cultivation, solicitation, and stewardship strategies. • Identify and secure new major donor and PAF opportunities. • Prepare high-quality proposals, briefing materials, and donor communications. • Deliver donor engagement initiatives, including small-scale cultivation events. • Strengthen donor retention and increase lifetime value through a structured donor journey.
Corporates	• Grow and diversify corporate partnerships aligned with organisational values. • Identify and secure new strategic partnerships. • Strengthen and expand existing relationships. • Develop tailored partnership proposals and engagement opportunities.

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	• Ensure appropriate due diligence and compliance. • Work with the Fundraising Manager to evaluate existing Corporate Relationships for philanthropic support and growth.
Capital Campaign Project	• Develop and implement donor strategies/ to support the capital campaign project and to raise the income needed. • Work with Communications manager to develop attractive and compelling capital campaign marketing materials. • Establish, update and distribute campaign progress reports to all stakeholders and donors. • Develop a detailed and integrated cultivation and stewardship strategy tailored to the motivations, needs and interests of donors and designed to secure their long-term support beyond the capital build.
Trends and Compliance	• Ensure compliance with fundraising regulations, privacy obligations, and organisational policies. • Conduct due diligence and prospect research on potential donors. • Monitor philanthropy trends and identify opportunities to innovate and grow.
Database Management	• Oversee the management of the Raisers Edge Database by supporting the Database Administrator. • Work with the Raisers Edge Database Administrator to organise data for key marketing and donor communications and events. • Work with the Raisers Edge Database Administrator to ensure effective tracking of donor preferences. • Ensure database health by working with the Communications and Fundraising team on data entry processes and data collection accuracy. • Develop processes for optimising database accuracy, operations and efficiency.
Reporting and Administration	• Support the reconciliation of gifts working with finance. • Provide monthly reports to the Executive Director, Communications and fundraising. • Provide income and forecast, trend reports on all activities.
Challenges/problem Solving	• Ability to deliver within tight time frames. • Ability to understand individual donor/ foundation needs and design compelling engagement programs and proposals. • Superior communication and negotiation skills. • Entrepreneurial approach with a high level of agility and flexibility. • Ability to operate with ambiguity.

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Additional Responsibilities	• Work within the OHNSW Model of Care • OHNSW takes safeguarding children, young people and vulnerable adults seriously, and as an employee, you are required to meet the behaviour standards outlined in our Code of Conduct and Safeguarding Policy for Children and Young People. • Reporting any concerns of abuse and neglect in alignment with the code of conduct, safeguarding policy for children and young people. • Fulfil other tasks and duties as required.
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ESSENTIAL CRITERIA

Qualifications	• Relevant tertiary qualifications
Experience	• Proven experience in high-value fundraising (major donors, trusts & foundations, corporates). • Demonstrated track record of achieving revenue targets and growth. • Strong relationship management skills, including working with senior stakeholders and boards. • High-level written communication skills, including proposal and grant writing. • Strategic thinking with strong execution capability. • Experience using CRM systems (preferably Raiser's Edge). • Financial acumen, including budget and pipeline management. • Ability to work autonomously while contributing to a small, collaborative team environment. • Highly developed written and verbal communication, interpersonal and collaboration skills. • Ability to nurture and maintain effective working relationships with all OHNSW teams at all levels and external stakeholders. Desirable: • Experience leading or contributing to a capital campaign. • Experience in not-for-profit, health, or social services sectors. • Experience with Gifts in Wills.
Skills and Knowledge	• Knowledge and skill of key relationship management and stakeholder engagement. • Strong understanding of key elements of major donor management.

SPECIAL CONDITIONS

Other Requirements	• Eligibility to work in Australia. • Working With Children Check. • National Police Check. • Flexibility to attend events and meetings outside standard hours. • COVID Vaccinated
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This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

SIGNED

Manager, Philanthropy

Name: _____

Date: _____