



JOB SPECIFICATION:	PHILANTHROPIC DEVELOPMENT COORDINATOR (Part-Time 0.4)
REPORTS TO:	Head of Marketing, Communications and Fundraising, and CEO
LOCATION:	MIDSUMMA FESTIVAL OFFICE (Level 6, 168 Lonsdale Street, Melbourne), and event locations for events as required by the festival.
POSITION TYPE:	FIXED TERM 1 YEAR CONTRACT (Part-Time 0.4) Start: Sept/October 2026 (exact start date negotiable with the successful applicant). Salary: \$86,000 per annum (pro rata) plus superannuation

Based in Victoria, **Midsumma** is Australia's leading LGBTQIA+ arts and cultural organisation, creating opportunities for diverse gender and sexuality (DGS) communities to connect, celebrate, create and thrive. Through arts, culture and community engagement, Midsumma champions visibility, inclusion and belonging while supporting LGBTQIA+ artists, communities and organisations throughout the year.

While best known for delivering the annual **Midsumma Festival**, one of Australia's largest LGBTQIA+ arts and cultural festivals, Midsumma's work extends well beyond the Festival. The organisation delivers year-round programs, artist development initiatives, community partnerships, advocacy, professional development and sector leadership that strengthen LGBTQIA+ communities across Victoria.

As a not-for-profit organisation, Midsumma relies on the generosity of government, philanthropic trusts and foundations, corporate partners, individual donors and the wider community to deliver its artistic and community programs. Philanthropic support plays a vital role in ensuring Midsumma can continue to invest in artists, foster community connection, improve accessibility and create meaningful cultural experiences for LGBTQIA+ people.

At Midsumma, we believe in the power of arts and culture to inspire, connect and create positive social change. We are proud to champion LGBTQIA+ voices, stories and experiences while creating welcoming, inclusive and safer spaces where everyone can belong.

Job Summary

The **Philanthropy Development Coordinator** plays a key role in growing Midsumma's philanthropic income by building meaningful relationships with trusts, foundations, major donors and supporters. Working closely with the Head of Marketing, Communications and Fundraising, the CEO and the Board, the role identifies funding opportunities, prepares compelling funding proposals, stewards donor relationships and supports the delivery of Midsumma's long-term fundraising strategy.

This is a hands-on role that combines relationship management, prospect research, proposal writing, donor stewardship and administration. The successful candidate will support the development and implementation of philanthropic initiatives, helping to secure sustainable funding that enables Midsumma to deliver its artistic, cultural and community programs.

The role is responsible for maintaining strong internal and external stakeholder relationships, coordinating funding applications and reporting, and ensuring accurate donor records and pipeline management through Midsumma's CRM. Success in this position requires excellent written and interpersonal communication skills, strong organisational abilities, attention to detail, and a genuine passion for building long-term relationships that support Midsumma's mission and future growth.

Key Responsibilities

- Support the execution of philanthropic plans and meet agreed organisational goals pertaining to partnerships and revenue generation.
- Assist with the identification of and acquisition of new revenue opportunities.
- Maintain a close working relationship with trusts and foundations and ensure partners / donors are engaged, with a view to long-term relationships.
- Coordinate related administrative tasks and documentation.
- Coordinate with the Marketing & Communications team to ensure philanthropic plans are aligned with overall communication strategies.
- Prepare funding applications and reports and presentations in an accurate, accessible and timely manner, including but not limited to tracking and reporting on activities, financials, agreements, deliverables, and outcomes.

Essential Criteria

- Experience in philanthropic fundraising, favorably in arts or community sectors.
- Experience in writing of philanthropic proposals.
- Strong communication and interpersonal skills.
- High attention to detail and organisational skills.
- Familiarity with administrative systems and Microsoft Office tools.
- Commitment to DGS inclusion and Midsumma's values.
- Collaborative team approach.

Desirable Skills

- Knowledge of the Australian philanthropic NFP sector.
- Familiarity with corporate trust/philanthropic networks.
- CRM experience.
- Written proposal/report/presentation ability.
- Comfort in deadline-driven environments.
- Event or community engagement experience.
- Understanding of inclusive practices.
- Strong teamwork and collaboration skills.

Employment Conditions:	• Fixed Term 1 Year Contract (Part-Time 0.4) • Start: Sept/October 2026 (exact start date negotiable with the successful applicant). • Salary: \$86,000 per annum (pro rata) plus superannuation
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Midsumma is an equal Opportunity Employer who values diversity in the workplace.
As such we encourage and support applications from people from diverse backgrounds.

Applications close: Wednesday 26 August 2026

Please submit your CV and a cover letter detailing your relevant experience, addressing the position's key criteria, and why you're excited about this role to: applications@midsumma.org.au

Midsumma Festival Inc.

w: midsumma.org.au | p: 03 9296 6600

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Midsumma acknowledges the unceded lands of the Kulin Nation and pays respect to all First Peoples of Australia.