

Position Description

Position:	Major Gifts Officer
Team:	Philanthropy Campaign
Reports to:	Philanthropy Campaign Manager
Location:	Hybrid
Date:	1 October 2026

Role Summary

Purpose of the role and scope:	The Major Gifts Officer plays a central role in advancing the NORTH Foundation's Philanthropy Campaign by identifying, cultivating, soliciting and stewarding donors capable of making significant and transformational gifts. The role manages a portfolio of campaign prospects and donors, building tailored engagement strategies that connect philanthropic interests with opportunities. Working in close partnership with the Philanthropy Campaign Manager, the role will progress prospects through the full donor cycle, prepare compelling cases for support and secure gifts aligned with campaign priorities. The Major Gifts Officer will collaborate closely with Northern Sydney Local Health District (NSLHD) clinicians, researchers, trial leaders and hospital leadership to translate complex clinical research into clear, credible and emotionally resonant donor propositions. This is a relationship-centred and results-focused role requiring disciplined moves management, excellent judgement and the ability to build confidence among donors and clinical stakeholders.
Person profile:	The ideal candidate is an experienced major gifts fundraiser who combines strategic relationship management with strong execution. They have a demonstrated ability to qualify prospects, develop donor-centred cultivation plans, make significant asks and steward long-term philanthropic partnerships. They are comfortable engaging high-net-worth individuals, families, trusts and foundations, senior clinicians, researchers and organisational leaders. They can translate complex clinical trials and research information into persuasive communications without overstating outcomes or losing scientific credibility.

	They are highly organised, ethical and meticulous, with strong CRM discipline and a commitment to accurate pipeline management, forecasting and reporting. They work collaboratively, show initiative and understand that campaign success depends on trust, coordinated stakeholder engagement and consistent follow-through. This role suits someone collaborative, adaptable and values-driven, with a genuine commitment to improving health outcomes for the Northern Sydney community. They are proactive, solutions-focused and thrive in a dynamic environment where the quality of a relationship - built patiently and authentically over time - is ultimately what drives results.
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Key Relationships

Internal	Purpose	External	Purpose
Philanthropy Campaign Manager (reports to)	Direct report; campaign strategy, portfolio oversight, prospect moves, solicitation planning, forecasting and performance management.	NSLHD clinicians, researchers, and NSLHD/hospital staff.	Partnership to identify funding priorities, develop proposals, and facilitate meaningful donor engagement with the work being funded.
Fundraising & Philanthropy Team	Collaborate on prospect identification, referral pathways, donor strategies, cultivation activities, stewardship plans and integrated fundraising opportunities that support the Campaign.		
Prospect Researcher	Collaborate on prospect identification, wealth screening, due diligence, qualification and portfolio development to build and maintain a strong pipeline of campaign donors and prospects.		

Donor Experience Team	Accurate and timely processing of receipts, gift acknowledgements, and donor administration.	Major Gift Donors and Prospects	Primary relationship holders; responsible for the full donor journey from identification through to long-term stewardship.
Marketing and Communications Team	Collaboration on fundraising collateral, impact reports, donor communications, and story development.	Broader community and referral networks	Community engagement to identify emerging philanthropic interest and grow the NORTH Foundation's prospect pipeline.

The role in more detail (accountabilities/success factors)

Key responsibility areas	WGT %	Objectives	Measures of success (KPIs/goals)
Campaign Prospect Management, Donor Engagement and Solicitation	45%	Manage a personal portfolio of Sydney NORTH Clinical Trials Campaign prospects and donors, with documented strategies and next actions for each relationship. Identify and qualify prospective campaign donors, including individuals, families, trusts and foundations, and referral-network prospects. Conduct donor meetings, clinical briefings, site visits and campaign events to deepen engagement and build giving intent.	Campaign portfolio value, pipeline coverage and progress against the individual revenue target. New campaign prospects qualified each month or quarter. Prospects progressing through qualification, cultivation, solicitation and close. Number and value of campaign asks, gifts secured, average gift size and ask-to-close ratio. Donor meetings, qualification meetings and proposals completed against agreed activity targets. Current cultivation and solicitation plans maintained for priority prospects.

		Prepare and deliver tailored proposals, presentations, gift discussions and agreements aligned with donor interests and approved campaign priorities. Work with the Philanthropy Campaign Manager, campaign leaders and senior stakeholders to coordinate introductions, asks and closing strategies.	
Campaign Donor Experience and Stewardship	25%	Develop and implement individualised stewardship plans for campaign donors, ensuring they remain informed, valued and connected to the impact of their support. Deliver meaningful touchpoints including research updates, investigator briefings, site visits, trial-related impact communications and personal engagement. Coordinate appropriate recognition, reporting and engagement in line with gift agreements, donor preferences and campaign standards. Monitor portfolio health and identify opportunities to retain, renew and grow donor support.	Current stewardship plans in place for all assigned campaign donors. Stewardship commitments and impact reports delivered within agreed timeframes. Donor acknowledgements and follow-up coordinated promptly. Meaningful donor touchpoints completed and recorded in CRM. Donor retention, renewal and upgrade opportunities actively managed. Qualitative donor feedback and relationship intelligence captured accurately.
Clinical, Research and Stakeholder Partnership	15%	Build productive relationships with NSLHD clinicians, researchers, trial investigators and operational leaders connected to campaign	Clinical and research stakeholder relationships established and maintained for priority campaign areas. Donor briefings, site visits and

		priorities. Work with clinical and research stakeholders to scope fundable opportunities and develop accurate, donor-ready campaign propositions. Prepare stakeholders for donor meetings, briefings, site visits and campaign events, with clear roles, messages and follow-up actions. Collaborate with Marketing and Communications to develop campaign proposals, presentations, stories and donor communications, with appropriate approvals and consent.	project-scoping meetings delivered effectively. Donor-ready propositions developed with clinical and research input and approval. Campaign materials produced accurately and within agreed timeframes. Stakeholder actions and donor follow-up completed as agreed.
Campaign Systems, Governance and Reporting	15%	Maintain accurate and complete CRM records for all campaign prospects, donor interactions, proposals, next steps, commitments and pipeline movements. Provide regular pipeline reports, forecasts and portfolio updates to the Philanthropy Campaign Manager and contribute to leadership and Board reporting as required. Ensure fundraising activity complies with NORTH Foundation policies, donor consent requirements, gift acceptance processes, privacy obligations and approved campaign governance.	Salesforce updated within five business days of significant donor interactions. Pipeline stage, value, next action, expected close date and probability remain current. Monthly pipeline reports and forecasts provided accurately and on time. Gift agreements, pledges and stewardship commitments documented and progressed within agreed timeframes. No material breaches of privacy, consent, gift acceptance or campaign governance requirements.

	Coordinate gift agreements, pledges, acknowledgements and campaign administration with the Donor Experience Team.	
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Person profile in more detail (requirements/success factors)

Qualifications, accreditations, licence:

- Relevant tertiary qualification in fundraising, communications, business, health or a related field (desirable but not essential where significant relevant experience is demonstrated).
- Demonstrated experience in major gift fundraising, philanthropy, development or high-value donor relations, ideally within a health, medical research, education or not-for-profit context.
- A track record of personally managing a portfolio of major donors and securing significant philanthropic gifts.
- Experience working within a complex, multi-stakeholder organisation, with an ability to navigate institutional environments and build credibility with a wide range of internal and external partners.

Demonstrated skills, knowledge and experience:

- Excellent relationship-building skills - the ability to build genuine, trusted, long-term connections with donors, clinicians, researchers and colleagues.
- Outstanding written and verbal communication skills, including the ability to write persuasively, translate complex clinical or scientific content into compelling donor narratives, and present confidently to individuals and groups.
- Strong strategic and analytical thinking - the ability to identify the right prospect, the right ask, and the right moment, and to build a case for support that is both emotionally resonant and intellectually credible.
- Superior organisational skills and exceptional attention to detail - the ability to manage multiple relationships and deadlines simultaneously without things falling through the cracks.
- Demonstrable knowledge of major gift fundraising principles including moves management, the donor cycle, gift agreements, and stewardship best practice.
- Proficiency in CRM systems and a commitment to rigorous data management.
- Proven ability to exercise sound judgement, work independently, and show initiative in a fast-paced environment.

Mindset (in line with values):	Major Gifts Officer – Mindset (Values-Aligned) A Major Gifts Officer at the NORTH Foundation brings a purpose-driven, values-led mindset - deeply committed to the people they serve and to the difference every major gift makes in the lives of patients, families and the broader community. Impact. Motivated by the knowledge that a single major gift can change the trajectory of a research program, fund a clinical trial, or transform a family's experience of serious illness. Takes personal responsibility for ensuring every donor feels the tangible difference their generosity creates. Compassion. Approaches every relationship with empathy, patience and respect, recognising that many major donors are moved by deeply personal experiences with illness or loss. Listens actively and without agenda, understanding that the quality of a relationship matters as much as the size of a gift. Collaboration. Works as a true partner with clinicians, researchers, donor families and the NORTH Foundation team, recognising that the most compelling philanthropic propositions are built together. Values diverse perspectives and contributes to a culture where shared success is the goal. Integrity. Holds themselves to the highest standards of professionalism, transparency and ethical conduct. Stewards donor trust with care, handles sensitive information with complete discretion, and ensures every commitment is honoured fully and on time. Innovation. Brings curiosity and creativity to major gift fundraising, open to new approaches and willing to challenge convention. Uses data, storytelling and insight to strengthen the case for investment and find new ways to connect donors with the work that matters most to them. Overall Mindset Sees major gift fundraising not as a transaction but as a long-term partnership for good - one built on trust, sustained by impact, and deepened over time. Understands that the most transformational gifts are earned through the quality of relationships, the credibility of the cause, and the genuine belief that every donor's generosity has the power to change lives.
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