



POSITION TITLE: Major Gifts Manager
DEPARTMENT: Fundraising and Engagement
DATE: September 2026
REPORTS TO: Head of Philanthropy
FTE: 1.0 (open to 0.8 FTE)
LOCATION: Richmond, Melbourne (Hybrid)

CBM AUSTRALIA

CBM Australia is an international development organisation with a focus on disability equity and rights. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

ORGANISATIONAL VISION

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

DEPARTMENTAL OBJECTIVE

Engage and mobilise the Australian public, including CBM supporters, through powerful storytelling, relationship building and partnerships with the sector, government and the community to generate vital income, support and action for our mission.

TRAVEL

Periodic interstate travel will be required to meet donors and prospects. All travel must be undertaken in accordance with CBM Australia travel, safety and security policies and procedures.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

CBM Australia is committed to the protection and safety of all children and vulnerable adults who come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement.

POSITION SUMMARY

The Major Gifts Manager manages and grows a qualified portfolio of approximately 100-150 major donors and prospects through personalised relationship management, strategic stewardship, moves management and solicitation. The role deepens supporter engagement, increases donor retention and lifetime value, secures major gifts, and contributes to sustainable growth in philanthropy income.

The role works closely with the Head of Philanthropy, a fellow Major Gifts Manager, the Philanthropy Specialist, the Gifts in Wills Manager, and the Program Impact, Marketing



and Communications, and Fundraising and Insights teams to develop compelling donor propositions and deliver exceptional donor experiences that advance CBM Australia's mission.

RESPONSIBLE FOR

- Managing and growing a qualified portfolio of approximately 100-150 major donors and prospects.
- Developing personalised donor engagement, cultivation, solicitation and stewardship plans.
- Securing major gifts and multi-year commitments aligned with organisational priorities.
- Maintaining a strong, strategically aligned donor pipeline and accurate CRM records.
- Delivering exceptional donor experiences and contributing to sustainable philanthropy income growth.

REPORTS TO

Head of Philanthropy

MAIN ACTIVITIES

Major Donor Relationship Management

- Manage a qualified portfolio of approximately 100-150 major donors and prospects.
- Develop and implement individual donor engagement plans for assigned portfolio supporters.
- Build and maintain meaningful long-term relationships through personalised engagement.
- Conduct regular face-to-face, virtual and telephone meetings with donors and prospects, including periodic interstate travel.
- Deliver tailored stewardship activities, impact reporting and donor communications.
- Identify and respond to donor interests, motivations and engagement opportunities.
- Ensure supporters experience high-quality, personalised interactions with CBM Australia.

Revenue Generation and Gift Solicitation

- Develop and execute annual donor cultivation, solicitation and stewardship strategies.
- Identify opportunities for upgraded giving and transformational gifts.
- Lead donor asks, funding discussions and proposal presentations.
- Prepare tailored proposals, cases for support and funding requests.
- Secure major gifts and multi-year commitments aligned with organisational priorities.



- Contribute to agreed Major Donor income targets and maintain a strong pipeline progressing towards solicitation.

Pipeline Development and Moves Management

- Apply disciplined moves management principles across the donor portfolio.
- Progress donors through qualification, cultivation, solicitation and stewardship stages.
- Conduct regular portfolio reviews to assess engagement and giving potential.
- Identify, qualify and cultivate prospective major donors.
- Work closely with the Fundraising, Insights and Growth team to identify upgrade opportunities and new prospects.
- Ensure portfolio composition remains focused, manageable and strategically aligned.

Donor Experience and Stewardship

- Design and deliver donor experiences that strengthen trust and engagement.
- Coordinate donor visits, events and engagement opportunities.
- Deliver personalised impact reporting and stewardship communications.
- Work with internal stakeholders to provide compelling updates on the impact of donor giving.
- Support development of major donor journeys, stewardship products and engagement resources.

Strategic Collaboration

- Collaborate with the Head of Philanthropy on major donor strategy and growth initiatives.
- Partner with Program Impact teams to develop compelling cases for support and funding opportunities.
- Work closely with the Gifts in Wills Manager and Philanthropy Specialist to support donor movement and cross-program opportunities.
- Contribute to annual planning, budgeting and forecasting processes.
- Support a culture of donor-centricity and philanthropy across the organisation.

Data Management and Reporting

- Maintain accurate and timely records of donor interactions and next actions in the CRM.
- Ensure donor engagement plans, contact reports and pipeline information are current.
- Monitor portfolio performance against agreed KPIs.
- Contribute to reporting, forecasting and portfolio analysis.
- Identify trends and opportunities to improve donor engagement and income performance.



KEY SKILLS / QUALITIES

Essential

- Demonstrated experience managing a portfolio of major donors and securing major gifts.
- Proven success in relationship-based fundraising and donor stewardship.
- Experience developing and executing moves management strategies.
- Track record of securing gifts of \$10,000 or more.
- Strong proposal writing and donor communication skills.
- Experience using CRM systems and fundraising data.
- Excellent interpersonal, influencing and relationship management skills.
- Ability to work collaboratively with stakeholders across multiple teams.
- Strategic thinking and commercial fundraising acumen.
- Highly developed written and verbal communication skills.
- Enthusiasm for CBM Australia's mission and alignment and comfort with being part of a faith-based organisation.

Desirable

- Experience securing multi-year or six-figure gifts.
- Experience in international development, community services, faith-based or not-for-profit sectors.
- Understanding of ethical fundraising practices and relevant regulatory requirements.

INTERNAL CONTACTS

Head of Philanthropy; Major Gifts Manager; Philanthropy Specialist; Gifts in Wills Manager; Program Impact; Marketing and Communications; Fundraising, Insights and Growth teams.

EXTERNAL CONTACTS

Major donors and prospective major donors; supporters; relevant external partners and service providers.