

POSITION DESCRIPTION

Role Title:	Philanthropy Manager (Trusts, Foundations & Companies)	Position Number:	072
Function:	Government, Media & Philanthropy	Position Classification:	6.1
Reports To:	Head of Philanthropy	Last Updated:	October 2026

Role Purpose

The Philanthropy Manager (Trusts, Foundations & Companies) will drive Teach For Australia's (TFA) fundraising efforts across trusts, foundations and corporate partners. Reporting to the Head of Philanthropy and working closely with the broader philanthropy team, this role will be pivotal in securing sustainable funding to support TFA's mission of achieving educational equity. The Philanthropy Manager will develop and implement fundraising strategies, cultivate and steward strategic relationships, develop compelling funding proposals and reports, and build and manage a strong pipeline of new and renewed opportunities to achieve annual revenue targets.

Qualifications and Experience

Essential

- Demonstrated experience in philanthropy or fundraising, with the ability to demonstrate how Teach For Australia can reliably secure funding from philanthropic and corporate partners.
- Proven ability to develop and execute effective fundraising and relationship management strategies.
- A demonstrated track record of delivery.
- Familiarity with grant management processes and reporting requirements.
- Experience managing a portfolio of current and new donors and partners, including cultivation, solicitation, stewardship and relationship development.

Desirable

- Bachelor's degree in a relevant field (e.g. business, communications, philanthropy).
- Experience in the education and/or not-for-profit sector.
- Understanding of governance and compliance frameworks relevant to fundraising.

Skills, Attributes and Knowledge

Essential

- Strong relationship management and interpersonal skills, with the ability to engage diverse stakeholders both internally and in the donor community.
- Excellent written and verbal communication skills, including the ability to craft persuasive proposals, grant applications and reports.

- Strategic thinking with strong problem-solving and analytical skills.
- High level of organisational and project management abilities, with attention to detail and the capacity to meet deadlines.
- Demonstrated ability to work both independently and collaboratively within a team environment.
- Proficiency in CRM systems (e.g. Salesforce) and data management.
- Financial acumen, including the ability to develop and manage funding budgets and assess funding opportunities.
- Creative and innovative approach to engaging donors and crafting fundraising campaigns.
- Passion for the TFA vision, and a strong personal alignment with our core values.

Primary Accountabilities

Fundraising Strategy and Execution

- Develop and implement targeted fundraising plans for Trusts & Foundations and Corporate segments to meet or exceed annual revenue targets and support TFA's broader fundraising strategy.
- Identify, research, qualify and prioritise new funding opportunities aligned with TFA's strategic and program needs.
- Create tailored, high-quality funding proposals and grant applications that drive new business and gift renewals.

Relationship and Pipeline Management

- Cultivate, solicit and steward relationships with key donors and partners.
- Develop and maintain a robust donor pipeline to ensure ongoing engagement and support.
- Conduct regular donor meetings and site visits to strengthen relationships and demonstrate impact.

Grant and Partnership Management

- Manage grant reporting requirements, ensuring compliance with donor expectations and timelines.
- Collaborate with internal teams to gather data and stories that demonstrate TFA's impact.
- Monitor and evaluate fundraising performance, providing regular updates to leadership.

Secondary Accountabilities

- Partner with other teams to align funding opportunities with organisational priorities, and support the development and execution of broader fundraising campaigns and events.
- Ensure adherence to ethical fundraising practices and compliance with relevant regulations.
- Maintain accurate records of donor interactions and contributions in the CRM system.
- Manage relationships with strategic fundraising partners (e.g. TFAll).
- Stay informed of trends and best practices in philanthropy and fundraising, including through relevant industry events, conferences and networking opportunities.
- Other duties as required.

Reconciliation and DEIB (Diversity, Equity, Inclusion, and Belonging) Accountabilities

- Demonstrate openness, curiosity, and respect towards TFA's commitment to Reconciliation, Diversity, Belonging and Inclusion in a way that aligns to your personal learning journey in a professional setting. This may include, but is not limited to; joining internal committees, engaging in professional learning sessions, supporting members of your team in their learnings, leaning into work in this space outside the scope of your role, supporting your Functional area to drive strategic Reconciliation/DEIB initiatives etc.