



Position Description

Fundraising and Philanthropy Manager

Location	Richmond (Hybrid)	Direct Reports	-
Classification	Level 5.1 SCHADS	FTE	0.8 – 1.0 FTE
Reports to	CEO	Created	April 2026

OUR PURPOSE

Cultivating Community supports people experiencing food insecurity, social isolation, and barriers to employment. We deliver place-based, practical programs that combine food growing, access to urban green spaces, skill development, and inclusive employment pathways, including:

- **Productive Gardens and Placemaking:** Our community and communal gardens are shared spaces co-designed with people living in social and affordable housing. They are more than places to grow food. They foster pride, connection and knowledge sharing in clean, safe and welcoming environments
- **Employment Pathways:** Our pathways to employment initiatives build practical culinary and horticulture skills and support participants to prepare for work. The focus is on capability, support and real opportunities to move into employment
- **Culinary and Horticultural Education:** We deliver culinary and horticulture programs for people who face barriers to food access, employment and participation. Culinary programs build skills in food preparation and nutrition. Horticulture programs focus on growing food, caring for green spaces and sustainable practice. Together, they support practical capability, connection and wellbeing
- **Horticulture and Maintenance Services:** Our team designs, builds and maintains high-quality, sustainable garden spaces for schools, councils, community organisations and other clients. Profits are reinvested to support Cultivating Community’s community programs and we employ trainees from our pathways-to-employment initiatives as a key part of our workforce.

OUR VALUES

Positivity

We get stuff done and have a can-do mindset wrapped up in trust and respect for all

Connection

We care about who we work with and for. We utilise empathy, sensitivity, advocacy, curiosity, and ethics to do it

Opportunity

We embrace ideas and activity that can inspire others to lead change in our communities for the better

Creativity

We can make magic happen with the depth and breadth of our team and the diversity of our community

POSITION SUMMARY

In line with Cultivating Community's strategic objectives, the Fundraising and Philanthropy Manager supports the development and delivery of diversified revenue across philanthropy, trusts and foundations, grants and corporate partnerships.

This is a newly created role, responsible for building key elements of the organisation's fundraising function over time, with a clear focus on prioritisation and phased delivery.

The role combines strategy and hands-on delivery. It is responsible for developing and managing a strong funding pipeline, preparing compelling cases for support, and supporting the conversion of opportunities into sustainable, multi-year income.

Reporting to the CEO and working closely with the Executive and Senior Management Teams, the role contributes to fundraising strategy and ensures activity is aligned with organisational priorities, program impact and long-term sustainability. The CEO retains overall accountability for fundraising performance and strategy.

KEY RESPONSIBILITIES

Fundraising Strategy and Growth

- Contribute to and implement fundraising strategy aligned to organisational goals and revenue targets
- Build a diversified income mix across trusts and foundations, individual giving, philanthropy and grants
- Identify and pursue new funding opportunities aligned to program priorities

Trusts, Foundations and Grants

- Lead the development of high-quality grant applications, EOIs, submissions and acquittals
- Translate program priorities into clear, fundable propositions with defined need, target cohorts and delivery approach
- Develop a compelling case for support with consistent messaging across all materials
- Work with program teams to define measurable outcomes and ensure strong impact reporting

- Maintain a structured grants pipeline and calendar, ensuring timely reporting, acquittals and effective funder stewardship
- Support the CEO to build and manage relationships with trusts, foundations and institutional funders

Philanthropy, Major Gifts and Individual Giving

- Support the development and implementation of individual giving and major donor strategies
- Plan and manage individual giving campaigns, including appeals and donor communications
- Support the CEO to identify and cultivate high-net-worth individuals and prospective donors
- Develop compelling cases for support and tailored asks
- Implement stewardship approaches that deepen engagement, retention and lifetime value

Pipeline and Revenue Management

- Build and actively manage a qualified funding pipeline
- Track performance against revenue targets, including conversion and retention
- Provide regular reporting and pipeline insights to the CEO
- Embed disciplined CRM and pipeline management practices

Marketing and Communications Alignment

- Work closely with the Marketing Coordinator to ensure consistent messaging and strong supporter engagement
- Align campaigns, content and storytelling with fundraising priorities

ROLE REQUIREMENTS

Experience

- Demonstrated success in fundraising, grant writing or major donor management
- Experience managing a pipeline and converting opportunities into revenue
- Experience developing high-quality proposals and funding submissions

Skills and Capabilities

- Strong strategic thinking with the ability to translate priorities into revenue opportunities
- Excellent writing skills with the ability to craft compelling, tailored proposals
- High-level relationship management and influencing capability
- Strong organisational skills and ability to manage multiple priorities
- Confidence engaging senior stakeholders and representing the organisation

OTHER REQUIREMENTS

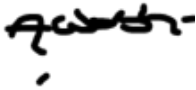
- Current Working with Children's Check
- National Police Check
- Rights to Work in Australia

EQUITY, INCLUSION AND DIVERSITY

We warmly welcome applications from people from communities that are underrepresented in leadership, including people from culturally and linguistically diverse backgrounds, people with disability, Aboriginal and Torres Strait Islander peoples.

AUTHORITY STATEMENT

The employee is expected to perform all duties in accordance with company policies, procedures, applicable regulations and our values. The position holder is required to work collaboratively with internal and external stakeholders to fulfill the key responsibilities outlined in this document. By signing below, the Chief People Officer confirms that this position description accurately reflects the responsibilities and expectations of the role.



Amelia Walsh
Chief People Officer