

POSITION TITLE	Philanthropy and Partnerships Manager
REPORTS TO	Executive Manager – Business Development & Support
LOCATION	Primary location Scoresby but may be required to travel to other agency sites and Melbourne CBD.
DIRECT REPORTS	Not at present but potential opportunity in the future as the philanthropy program grows.
KEY CONTACTS	Executive Management team Program Managers Marketing and Communications team Donors, major donors and prospective donors Trusts, foundations and philanthropic partners External sector stakeholders and peak bodies

## Our Values



### Belief

We believe in the potential of every individual experiencing homelessness. Our focus goes beyond shelter—prioritising resources and support to nurture agency and foster growth. We empower individuals to take control, create their own pathways towards a self-determined future.



### Authenticity

We value real connections and open dialogue with our clients, staff, and partners. By fostering a culture of honesty and acceptance, we create transparent, trustworthy relationships. We celebrate and embrace the diversity that makes up Anchor, giving a platform for all individual voices to be heard.



### Collaboration

We value the diverse experiences and perspectives of all involved in our mission. Across a diverse set of teams, we foster a sense of unity, listening and working together to achieve the best outcomes for our clients. For while our specific work may be different, what we work towards is the same.



### Empathy

Support at Anchor is deep, meaningful, and client centred. We understand that no two individuals experience the same disadvantage, nor have the same aspirations. Every day in our work, we take the time to understand each client, understanding their journey. We place our clients' needs before our own, especially at times of crisis.

## About the Business Development and Support Team

At Anchor, our Business Development and Support (BDS) team is all about creating possibilities. We work at the intersection of strategy, partnerships, and storytelling to grow our impact and reach more people in our community. From securing game-changing funding to building powerful collaborations, we are focused on sustainable growth that makes a real difference. We connect the dots across the organisation – and beyond – to champion our purpose, expand our services, and engage supporters ranging from government and donors to community partners and local champions. If you're driven by purpose and thrive on creating impact, the BDS team is where your skills can shine.

## Position summary

The Philanthropy and Partnerships Manager is responsible for driving sustainable revenue growth and strategic partnerships that advance the organisation's mission and long-term impact. This role manages Anchor's current partners and donors and leads

the development and implementation of a major donor program and philanthropic fundraising initiatives, including trusts and foundations. The role also grows Anchor's Mid-Tier donor program and creates meaningful donor experiences that inspire long-term support for Anchor.

Working closely with the Executive Manager – Business Development Services, and in coordination with the CEO, Executive Team, donors and external stakeholders as required, the role builds meaningful, values-aligned relationships that strengthen the organisation's profile, influence and capacity for impact. The Philanthropy and Partnerships Manager identifies new opportunities for collaboration and investment, develops compelling funding proposals and engagement strategies, and ensures partners and supporters experience authentic, transparent and outcomes-focused stewardship.

The role combines strategic thinking with hands-on relationship management and requires a strong understanding of fundraising and philanthropy, stakeholder engagement, business development and social impact. The role owns specific annual and multi-year financial targets for philanthropic revenue, and is accountable for the integrity and effective use of the donor database and CRM system that underpins the donor pipeline and stewardship program. Success in this role will contribute to increased investment in innovative programs that advance Anchor's strategic priorities and improve outcomes for the people and communities the organisation serves.

The ideal candidate will bring proven success in philanthropic and major gift fundraising, with a strong track record of securing, growing and stewarding high-value donor relationships. They will be an exceptional relationship builder, motivated by the opportunity to cultivate new connections and deepen long-term partnerships that drive meaningful impact. Experience in portfolio management, with demonstrated capability to grow and advance donor engagement and giving, will be essential.

## Key Responsibilities

The key responsibilities of the role are, but not limited to:

### Strategy and Leadership

- Lead the strategy and execution of a major donor and trust and foundation program, including development of growth projections over three years.
- Own and report against specific annual and multi-year financial targets for philanthropic revenue, agreed with the Executive Manager – Business Development Services.
- Maintain strong engagement with the philanthropic sector and relevant external stakeholders, remaining informed of emerging trends, opportunities and best practice to strengthen and grow Anchor's philanthropy program.
- Collaborate with internal program teams to develop compelling proposals, impact reports and donor communications.

- Act as a key ambassador for Anchor, representing the organisation with professionalism and passion in a range of external settings.
- Leverage networks and sector insights to enhance Anchor's profile and identify opportunities for influence and collaboration.

## **Donor and Partner Engagement**

- Build and nurture strong relationships with existing donors, Trusts & Foundations and partners through personalised engagement, proposals, events and stewardship.
- Work in collaboration with the Executive Manager – Business Development Services and CEO to develop a strong pipeline of prospective donors.
- Cultivate and steward strong, long-term relationships with donors, philanthropic partners and supporters.
- Develop compelling cases for support, presentations and reports to enhance engagement and retention.
- Confidently make asks and secure major gifts against agreed financial targets.

## **Donor Database and Systems**

- Hold accountability for the accuracy, integrity and effective use of the donor database and CRM system, including donor records, gift recording and pipeline reporting.
- Ensure donor data is captured, maintained and used in compliance with Anchor's privacy obligations and relevant fundraising legislation.
- Use CRM reporting to track progress against financial targets and inform donor engagement strategy.

## **Brand and Campaign Development**

- Collaborate with the Marketing & Communications Manager to develop integrated fundraising campaigns that elevate Anchor's visibility and engage target audiences.
- Ensure consistency of messaging and brand alignment across all fundraising materials and channels.

## **Governance, Reporting and Risk Management**

- Provide regular reporting to the Executive Manager – Business Development Services on fundraising performance against financial targets, trends and risks.
- Ensure all fundraising activities are compliant with relevant legislation, ethical standards and best practice.

## **Work Health and Safety**

- Comply with all Work Health and Safety requirements, policies and procedures.
- Identify, report and respond appropriately to hazards, incidents and risks.

- Support safe work practices when undertaking outreach, transport and community-based work activities.
- Contribute to the development and maintenance of a psychologically safe workplace.
- Take reasonable care for personal health and safety and the health and safety of others affected by work activities.

### Anchor’s Capability Framework

The Anchor Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today’s changing environment. These capabilities work together to provide an understanding of the knowledge, skills and abilities required of staff in this role.

#### Key Capabilities

<b>Achieves Results</b>	Drives a culture of achievement and fosters a quality focus. Demonstrates a drive to achieve beyond expectations.
<b>Strategic Thinking</b>	Considers multiple perspectives and risks when assessing key issues and develops solutions with long-term viability for Anchor and the community it serves
<b>Influence and Impact</b>	Builds credibility and influence with donors, partners and stakeholders through subject-matter expertise, sound judgement and a strong track record of delivering outcomes, even without formal people-management authority.
<b>Negotiation and Influence</b>	Approaches negotiations with a strong grasp of the key issues. Anticipates, acknowledges and addresses disagreements to facilitate win-win outcomes.
<b>Nurtures Relationships</b>	Builds and sustains relationships within Anchor, across the industry, the government and a diverse range of external stakeholders..
<b>Integrity</b>	Champions at the highest level for adherence to Anchor’s standards, promoting a culture of integrity and professionalism. Challenges personal and organisational breaches of values and standards.
<b>Teamwork</b>	Establishes a culture and supporting systems that facilitate information sharing, communication and learning.

### Technical competencies and behavioral qualities

The successful candidate will bring a strong track record in fundraising, exceptional relationship-building skills, and a deep commitment to creating positive impact in the lives of children, young people, and families

#### Skills, experience and knowledge

- Proven success in philanthropy and major gift fundraising with demonstrated experience in portfolio growth.
- Excellent knowledge of and engagement within the philanthropic and trusts and

foundations environment

- Highly motivated strategic thinker with a creative mindset focused on maximising opportunities and impact.
- Outstanding relationship building skills with a deep commitment to partnering
- Exceptional communication and presentation skills, with the ability to persuasively convey Anchor's Vision, Purpose and Values and opportunities to diverse groups, including major donors, philanthropy and others critical to the Agency's growth aspirations.
- Strong organisational skills; able to prioritise and deliver to deadlines within budget
- While not essential, a strong affinity with Anchor's mission and the work we do is highly valued, with a genuine commitment to supporting outcomes for young people and families encouraged.

### **Mandatory Qualifications and Licenses**

- Relevant degree qualification together with a minimum of 5 years related experience with proven expertise in portfolio management and face-to-face solicitations.
- Completion of a Criminal History Check and Working With Children Check on commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- Current Victorian driver's license

### **Expected behaviors for all Anchor staff**

- Act in accordance with Anchor's code of conduct, and is committed to Anchor's vision, purpose and values.
- Act in accordance with Anchor's health and safety policy and management system, including the Psychosocial Health and Wellbeing framework of Me<>WE<>US
- Value and promote inclusion and diversity and not act in a discriminatory manner against sex or sexual orientation, colour, race, ethnicity or national origins, age, religious or ethical beliefs, disabilities, political views, illness, marital status or family responsibilities.
- Abide by the Child Safety and Wellbeing Policy and requirements in meeting the Victorian Child Safety Standards, a legislated amendment under the Child Safety Act 2005.
- Demonstrate a customer focus by prioritising the needs and outcomes of staff and clients.
- Act in a manner consistent with Anchor's policies, including social inclusion, equal opportunity, privacy and confidentiality.
- Contribute to a workplace environment which supports peers, develops teamwork and collaboration and positively contributes to group activities.
- Participate in staff meetings, program planning, professional development sessions and service planning meetings.
- Participate in formal supervision processes, coaching sessions, probationary and performance reviews.
- Contribute to innovation and continuous improvement.
- Successfully complete all mandatory training in a timely manner, to support high quality, safe and effective service delivery.

### Statement of Commitment to Child Safety and Wellbeing

Anchor has zero tolerance for abuse, neglect or harm of children. We are committed to the safety and wellbeing of all children participating in our programs and the welfare of children is always our priority.

We create environments where all children and young people are valued, empowered and feel safe.

Anchor recognises the history and impact of white settlement upon our First Nations people and ensures the cultural safety of Aboriginal and Torres Strait Islander children. Anchor understands and addresses additional barriers faced by children from culturally and linguistically diverse backgrounds. Anchor acknowledges that children with a disability and LGBTQI+ children have additional vulnerabilities, and Anchor responds to their individual needs to ensure their inclusion, empowerment, and wellbeing.

### Diversity and Inclusion

Anchor is proud to be an equal opportunity employer. We celebrate diversity and are committed to employing a diverse workforce and creating an inclusive environment for all employees.

### Employee declaration

*I acknowledge that I have read, understood and accept the duties, responsibilities and obligations of the above position description. I understand that this position description is a guide and reasonable additional duties may be requested of me during the course of my employment. This position description will be reviewed regularly to maintain its relevancy and to ensure it meets organisational objectives.*

<b>Employee Name</b>	
<b>Employee Signature</b>	
<b>Date</b>	