

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Fundraising and Philanthropy Coordinator
<b>POSITION NUMBER:</b>	5910
<b>DIVISION / SECTION:</b>	Professional Services / Development
<b>SUPERVISOR:</b>	Head of Development 2785
<b>CLASSIFICATION LEVEL:</b>	PAT 8
<b>SALARY RANGE:</b>	\$114,014 - \$124,170 per annum
<b>STATUS (FTE):</b>	1.0
<b>LOCATION:</b>	Darwin, Northern Territory
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	NIL

### ABOUT MENZIES:

Menzies is a national leader in research and education and works to improve health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research knowledge through genuine and effective partnerships with communities across Australia and the Asia-Pacific region.

### SUMMARY OF POSITION:

Reporting to the Head of Development, the Fundraising and Philanthropy Coordinator will provide high-level support in executing the fundraising strategy at Menzies. This position will work closely with the Head of Development to achieve year-on-year growth in philanthropic funding and corporate sponsorship.

The Fundraising and Philanthropy Coordinator will steward donor relationships, manage high-volume, low-value fundraising initiatives, and support bequest programs. They will develop compelling fundable propositions and effectively pitch these opportunities to individuals, corporations and foundations.

The Fundraising and Philanthropy Coordinator will also develop and maintain strong relationships with researchers and support them to engage in philanthropic activities.

### PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Identify and develop compelling value propositions to attract external funding.
2. Prepare philanthropic grant applications by aligning and presenting proposals that support both Menzies' and prospective funders' strategic objectives.

3. Lead, create and deliver high-volume, low-value (HVLV) fundraising programs, including direct marketing and regular giving initiatives.
4. Build relationships with Menzies research staff and provide guidance, advice and support in their engagement with the philanthropic sector.
5. Build relations with major donors and corporate partners to support Menzies funding goals.
6. Facilitate regular donor engagement, communicating and celebrating the impact of their contributions.
7. Ensure donor, partner and supporter visibility across Menzies' online platforms, events, and impact reports.
8. Promote a culture of respect and gratitude for donors and stakeholders, strengthening Menzies' network of supporters and collaborators.
9. Prepare reports and analysis on donations activities, trends, opportunities and other relevant matters.
10. Understand and have awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
11. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

#### **SELECTION CRITERIA:**

##### **Essential:**

1. Completion of a tertiary qualification with relevant experience or equivalent extensive relevant experience.
2. Demonstrated experience in developing and implementing effective fundraising plans, including direct and online marketing.
3. Advanced writing and presentation skills, including grant writing, with the ability to interpret complex concepts and create clear, engaging communications for various audiences.
4. Proven research, analytical, and complex problem-solving abilities.
5. Strong interpersonal skills for networking and building relationships with diverse internal and external stakeholders.
6. Advanced project management and organisational skills, adept at managing competing priorities and deadlines, within strict timelines, with attention to detail.
7. High-level computer literacy skills with proficiency in Microsoft Office suite, including proficiency in customer relationship management (CRM) systems.
8. Ability to work effectively with people from diverse cultural backgrounds, demonstrating understanding and sensitivity to cross-cultural issues.
9. Demonstrated initiative and capacity to work under broad direction as part of a multidisciplinary team.

##### **Desirable:**

1. Experience with a Medical Research Institute or similar organisation.

## COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

**APPROVED BY:** Menzies Human Resources  
**DATE:** 14 January 2026

<b>PAT 8</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value PAT 8/1 (\$)</b>	<b>Maximum Value PAT 8/4 (\$)</b>
<b>Gross Salary</b> (position advertised as Professional Administrative and Technical Staff Level 8)	114,014	124,170
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	15,962	17,384
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,724	1,724
<b>Total Salary Package</b>	<b>140,169</b>	<b>151,747</b>