

Fundraising, Philanthropy & Partnerships Manager

Reports to: Director & CEO

Location: Melbourne, Australia

Salary Range: \$100,000 – \$110,000 (plus 12% super)

Type: Full-time, 2-year contract with the potential to become ongoing

The Hellenic Museum exists to inspire and inform Australians about Hellenic culture, from the ancient world to today. Our vision is to be a Museum relevant to contemporary audiences, creating engaging, participatory experiences that embrace innovation while honouring the art and artefacts in our care.

Position Overview

The Fundraising, Philanthropy & Partnerships Manager drives a significant portion of the Museum's external income generation strategy, developing and managing relationships with individuals, foundations, and corporate partners to deliver sustainable philanthropic growth.

This role is responsible for the implementation of a comprehensive fundraising program, including events, major gifts, corporate sponsorships, donor engagement, and fundraising campaigns, to support the Museum's strategic priorities, exhibitions, and community programs.

Working closely with the Director and Development Committee, the role combines strategic foresight with hands-on implementation to build a strong culture of giving and position the Hellenic Museum as a key destination for cultural philanthropy and corporate partnership in Australia.

Key Responsibilities

1. Fundraising & Philanthropy

- Develop and implement an annual fundraising strategy encompassing fundraising events, major gifts, bequests, and individual giving.
- Identify and cultivate relationships with new and existing high-value donors, partners, and patrons.
- Design and deliver annual giving campaigns and donor events.
- Manage stewardship programs, ensuring donors receive meaningful recognition and engagement.
- Work with the Director and Board on major gift solicitations and legacy giving strategies.

2. Corporate Partnerships

- Lead the Museum's Corporate Partnerships Program, developing mutually beneficial sponsorships and collaborations.
- Negotiate and manage partnership agreements that align with the Museum's mission and brand values.
- Create partnership proposals and impact reports that demonstrate value and outcomes.

- Collaborate with the Marketing and Events teams to activate partnership benefits and visibility.

3. Grants and Trusts

- Identify and secure funding from government, philanthropic trusts, and foundations.
- Manage grant applications and reporting processes to ensure compliance.

4. Strategic Leadership

- Contribute to the Museum's strategic planning and revenue diversification goals.
- Provide advice to the Director and Board on trends, opportunities, and emerging fundraising strategies.
- Develop annual budgets and revenue forecasts for philanthropic income streams.

5. Stakeholder and Community Engagement

- Represent the Museum at external events, donor functions, and industry forums.
- Build networks across the arts, corporate, and philanthropic sectors to enhance visibility and reputation.
- Collaborate with museum staff to ensure a culture of stewardship, advocacy, and donor care.

Selection Criteria

Essential

- Demonstrated experience (6+ years) in fundraising, philanthropy, or corporate partnerships, ideally within the arts, cultural or not-for-profit sector.
- Proven ability to develop and deliver major gifts and partnership strategies that achieve income targets.
- Strong relationship management skills with experience engaging high-net-worth individuals, trusts, and corporate partners.
- Excellent communication, presentation, and proposal-writing skills.
- Financial literacy, budgeting, and data-driven reporting experience.
- Collaborative approach with a capacity to work independently in a small team environment.
- Experience in donor events, campaigns, or stewardship programs.

Desirable

- Appropriate tertiary qualification or equivalent experience
- Understanding of philanthropic trends within the arts and cultural sectors.
- Understanding of, or interest in, Hellenic culture and history.

Personal Attributes

- Passionate advocate for arts, culture, and community impact.
- Strategic thinker with entrepreneurial drive and initiative.
- Exceptional interpersonal skills and professional integrity.

- Resilient, adaptable, and outcome-focused.
- Embodies the Hellenic Museum's values of engagement, learning, connection, and creativity.

Key Performance Indicators

- Achievement of annual income targets across fundraising and partnership streams.
- Growth in donor and corporate partner base.
- Positive feedback and retention of philanthropic supporters.
- Successful delivery and year-on-year growth of fundraising campaigns and events.
- Compliance with governance and reporting standards.