



**CANDIDATE INFORMATION PACK**  
**Philanthropy Manager**  
Act For Peace



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# Role Summary

**Organisation:**

Act For Peace

**Job Type:**

Permanent full-time

**Job Title:**

Philanthropy Manager

**Location:**

Sydney or remote

**Reports to:**

Chief Engagement Officer

**Expected Salary:**

The salary range for this role is \$130,000 - \$150,000, with flexibility to recognise the skills and experience you bring.

**Direct Reports:**

- Bequests Coordinator

**Benefits & culture**

- Remote / Hybrid working arrangements
- Inclusive, collaborative, and values-led team culture
- Salary packaging options and additional leave provisions
- Staff wellbeing and professional development programs

**[The full position description can be found here.](#)**

# Background Information

Act for Peace is the international humanitarian agency of the National Council of Churches in Australia. For over 70 years, Act for Peace has worked alongside local partners across more than 15 countries to support people forced from their homes by conflict and disaster, and those facing injustice and human rights abuses.

Through programs in emergency response, refugee protection, and peacebuilding, Act for Peace seeks to create a just, peaceful, and sustainable world where people can live in safety and dignity.

At its heart, the organisation is driven by a belief in the power of solidarity and community, connecting people and churches in Australia with communities around the world to inspire generosity and long-term support.

**The Act For Peace Purpose**

To create, together, a world where people uprooted by conflict and disaster have a safe place to belong.



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**Acting for peace in the world - our impact 2023/24**



Find out more [about Act For Peace on their website](#).  
Learn about the [Act For Peace programs](#).  
Access the Act For Peace [Annual Impact Report 2024](#).

# Key Responsibilities

Reporting to the Chief Engagement Officer, the Philanthropy Manager will lead Act for Peace's philanthropy program, responsible for delivering sustainable income growth from major donors, trusts and foundations, gift in wills, as well as the working capital fund.

This donor-facing role manages a personal portfolio of high-value supporters and provides strategic leadership. You will work closely with the CEO, Chief Engagement Officer, and senior leaders to strengthen existing relationships, identify new opportunities, and ensure high-quality donor experiences that deepen long-term support.

You will also:

- Lead cultivation, solicitation, and stewardship strategies to secure high-value gifts
- Provide strategic leadership and line management for the Gifts in Wills program
- Develop tailored proposals, cases for support, and stewardship materials
- Contribute to long-term philanthropic strategy and income growth initiatives
- Represent Act for Peace externally, engaging with church and community networks







# The Candidate

You are a relationship-driven fundraiser with experience managing major donor relationships and securing significant philanthropic gifts. You bring strategic thinking, high emotional intelligence, and the ability to engage supporters in meaningful, values-based conversations.

You will also have:

- Proven success in major gifts and/or trusts and foundations fundraising
- Theological fluency or comfort engaging with faith-based supporters at a values level
- Strong relationship management skills with ability to inspire and influence
- Experience managing or contributing to a Gifts in Wills program
- The ability to conceptualise and create compelling donor materials
- Strong financial management, data analysis, and project management skills
- Innovative thinking and adaptability to evolving fundraising methods
- Willingness to travel across Australia to meet with donors and church partners

[To apply please follow this link.](#)

# Next Steps

## Your Application:

- Please [read the complete position description](#) and [follow this link to apply online](#).
- As we have a rolling model of recruitment there is no closing date for this role, and we recommend you apply as soon as possible.
- With your application, please include your CV and a cover letter that addresses the skills required section of the advertisement.
- Receipt of your application will be acknowledged and you will receive updates as you move through the process, including if you have been selected for interview.



# FAQs

## **What is the close date for applications?**

As we have a rolling model of recruitment, we assess applications as they are submitted; this means that we do not recruit to closing dates and recommend you apply to the opportunity as soon as you can to ensure you don't miss out. [Please use this link to apply.](#)

## **Is my background suitable for the role?**

Our clients brief us extensively on their roles; when writing the advertisements, we take great care in outlining the brief and gaining our client's approval before publishing. When considering your experience and suitability for a role, we encourage you to have a close look at the "Key Responsibilities" page; if you identify with what's outlined, please submit your application.

We recommend thoroughly reading the "Candidate" page of this document when writing your 1-2 page cover letter, as we have included the key essential competencies of a successful candidate there.

Once candidates are shortlisted, the client or role may require a more detailed response to the selection criteria within the job description; we find this saves you time on the application process.

## **Can you tell me more about what the client is looking for?**

The best way to self-assess your suitability for the role is to [read through the full position description](#), the "Key Responsibilities" and the "Role" sections of this document.

We have in-depth discussions with any successful candidates and provide you with a full brief before any interviews you may have with our client.

## **Can you consider someone part-time?**

This is a full-time position due to the scope and responsibility of the role. Part-time arrangements are not considered.

## **Can you tell me more about the client?**

To get to know the client a bit better, we encourage you to [visit the Act for Peace website](#) and [explore their LinkedIn page](#).

## **When is the start date?**

Recruitment has commenced for this role, which means our client is ready to select the right person; this should happen within the coming weeks as we move through the process. Clients prefer that the successful candidate starts as soon as they have worked out their notice period, however the start date is usually able to be negotiated.

## **Location/can you consider a remote worker?**

Yes, we welcome remote applicants. While office is based in Sydney, the role can be performed remotely with some travel to the office, project sites and meetings as required.

## **Salary guide**

The salary range for this role is \$130,000 - \$150,000, with flexibility to recognise the skills and experience you bring. As the organisation continues to grow, there will be opportunities for the remuneration and responsibilities to grow with it.

## **What are the key objectives for the board/future direction of the organisation / key challenges in the role / is it a newly created role / why is the position available etc.**

We will answer these sorts of questions as part of the discussion we have with the identified candidates of interest; however, we use the advertisement's tone to indicate if the client has a growth agenda or is looking for someone to bed down current programs. If it is a newly created role, we will state this within the advertisement or position description. Any research you may have done through the suggested channels above will also give you insight into the intentions for a role within their organisation.