

Head of Development

About the Opportunity

Inclusion Melbourne is seeking a strategic and commercially minded Head of Development to lead the organisation's fundraising, partnerships and growth strategy.

Reporting directly to the CEO, this role is responsible for driving sustainable revenue generation through philanthropic funding, corporate partnerships, government grants and strategic collaborations. The Head of Development will design and deliver a diversified funding strategy that strengthens Inclusion Melbourne's long-term financial sustainability while expanding our sector influence and impact.

This is an exciting opportunity to:

- Lead the development and implementation of a multi-year funding acquisition strategy.
- Build and manage a sustainable pipeline of grants, philanthropy and partnership opportunities.
- Develop high-value relationships with philanthropic foundations, corporate partners, donors and government stakeholders.
- Secure major funding and sponsorship opportunities that support organisational growth and innovation.
- Position Inclusion Melbourne as a credible and influential partner across the disability, philanthropic and corporate sectors.

Working closely with the CEO and Head of Services, this role ensures growth initiatives are strategically aligned, financially viable and operationally achievable.

What we are looking for

We are seeking a results-driven fundraising and business development leader who can operate strategically while delivering measurable revenue outcomes.

You will bring:

- Minimum 8 years' experience in senior fundraising, philanthropy or business development roles, preferably within the not-for-profit or social impact sector.
- Demonstrated success securing funding across philanthropic foundations, corporate partnerships and government grants.
- Proven ability to develop and manage a strategic funding pipeline and deliver measurable revenue growth.
- Strong stakeholder engagement and relationship management skills, with the ability to build trust with senior funders and partners.
- Exceptional grant writing, proposal development and presentation skills.

- Commercial acumen with the ability to balance mission impact with financial sustainability.
- Experience working in the NDIS or disability services environment (or a comparable sector).
- Victorian driver's licence and willingness to obtain a NDIS Worker Screening Check.

What we can offer you

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- Salary aligned with the SCHADS Award – Social and Community Services Employee Level 8.
- Part-time leadership role with potential to grow as the function expands.
- Generous salary packaging to increase your take-home pay.
- Access to Employee Assistance Program (EAP).
- Ongoing professional development and leadership opportunities.
- The chance to work in a values-driven organisation committed to inclusion, integrity, potential, individuality and relationships.

Working Arrangements

Location: Head Office in Camberwell, with hybrid flexibility.

Contract conditions will be discussed with shortlisted candidates.

Safety Requirements

Safety Screening

Inclusion Melbourne's recruitment procedures reflect our commitment to the safety of the people we support. You must have a NDIS worker screening clearance check before commencing work. You will also be required to undertake the NDIS Quality and Safeguards Commission's free online Worker Orientation Module prior to commencing.

COVID-19 Vaccination

As a part of Inclusion Melbourne's ongoing commitment to the health and well-being of our clients, staff, volunteers and the community, Inclusion Melbourne requires successful candidates to fulfil the COVID-19 vaccination requirements as assessed appropriate for the role.

Further Information

Applications

Only shortlisted candidates will be contacted.

Inclusion Melbourne is committed to maintaining a diverse workforce that reflects the diverse needs of the people we support. Inclusion Melbourne is an equal opportunity employer and encourages applications from people with a disability, and from culturally and linguistically diverse backgrounds including Aboriginal and Torres Strait Islanders, and the LGBTIQ community

Position Description

A full position description is available in PDF format.

Closing Date

April 3rd, 2026

Job Advertisement



Who to contact

Helen Williams

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Employment Status

Part Time