

POSITION DESCRIPTION

<u>Position Title:</u>	Head of Development
<u>Classification:</u>	Social and Community Services Employee - Level 8
<u>Employment Status:</u>	Part-Time (with opportunity for Full-time)
<u>Department/Program:</u>	Development
<u>Report to:</u>	Chief Executive Officer
<u>Location:</u>	Level 1, 2-6 Railway parade, Camberwell
<u>Issued:</u>	February 2026

POSITION OBJECTIVE

Reporting directly to the CEO, the Head of Development leads the organisation's growth and external engagement strategy, driving sustainable revenue generation, strategic partnerships, and sector positioning.

The role is responsible for designing and delivering a diversified funding strategy that builds long-term financial sustainability across philanthropy, corporate partnerships, and government funding sources, while identifying innovative partnerships that strengthen organisational impact and visibility.

Combining strategic planning, relationship development, and high-quality grant acquisition, the Head of Development establishes and converts funding opportunities into sustainable revenue streams aligned with organisational priorities, brand, and growth objectives.

As a senior fundraising and business development leader, the Head of Development is responsible for:

- Designing and executing a multi-year funding acquisition strategy
- Building and managing a sustainable grants and philanthropy pipeline
- Establishing and stewarding strategic funder and partner relationships
- Leading high-quality proposal development and funding submissions
- Creating pathways to invited funding conversations and long-term partnerships

The role requires a commercially minded fundraising professional who can operate strategically while delivering measurable revenue outcomes. Working in close partnership with the CEO and Head of Services, the position ensures growth initiatives are strategically aligned, financially viable, and operationally achievable.

Success in this role will be measured through the development of a sustainable funding pipeline, growth in diversified revenue, and the establishment of long-term strategic funding relationships.

Our Values

Integrity

"To consistently act on sound moral principles"

We will act with integrity by:

- Being respectful
- Doing what we say we'll do and being open about how we do it
- Being honest about what we can and cannot achieve
- Acting in a manner that is deserving of your trust
- Having skilled, competent and professional employees

Potential

"The inherent ability or capacity for growth"

We will see the potential of all persons by:

- Believing that everyone has the potential to keep achieving more
- Ensuring that everyone has equal opportunities for development
- Understanding that overcoming obstacles is a necessary part of the journey to success

Individuality

"A single person regarded as a unique personality, distinguished from others by special qualities"

We will embrace individuality by:

- Acknowledging uniqueness and accepting differences in a non-judgemental manner
- Using a person-centred approach to meet the unique needs of each person
- Supporting people to make choices that build the lives they want
- Working with people in unique and personalised ways
- Respecting individual and family customs, practices, beliefs, traditions and heritage

Relationships

"A significant connection existing between people and communities"

We will foster relationships by:

- Being honest with each other
- Supporting and encouraging each other
- Connecting people with their community and nurturing new relationships
- Working together to solve problems
- Listening to each other to achieve mutual understanding
- Strongly believing that together people create better lives

KEY RESULT AREA – Fundraising, Business Development & Partnerships

Key Responsibilities	Duties
Funding Strategy & Acquisition	<ul style="list-style-type: none"> • Develop and implement a multi-year funding acquisition plan aligned to organisational priorities. • Identify and prioritise high-value funding opportunities across philanthropic foundations, PAFs, government grants, community foundations, and corporate CSR programs. • Move fundraising from opportunistic applications to a disciplined, strategic pipeline. • Works with the Head of Services to contribute to the intake/enquiry process lead generation.
Grants & Pipeline Management	<ul style="list-style-type: none"> • Build and manage a structured grants and philanthropy pipeline ensuring consistent funding flow. • Implement efficient internal processes for multiple high-quality submissions annually. • Lead the preparation, writing, and submission of compelling grant proposals. • Maintain funder stewardship practices to support renewals and long-term relationships.
Stakeholder Engagement & Partnership Development	<ul style="list-style-type: none"> • Develop and maintain strategic relationships with corporate partners, major donors, and philanthropic networks. • Leverage networks to create invited funding conversations and partnership opportunities. • Secure sponsorships and access corporate responsibility / community investment funding pools.
External Representation & Business Development	<ul style="list-style-type: none"> • Represent the organisation externally to strengthen brand visibility and influence. • Initiate strategic conversations that position the organisation as a credible long-term partner for a variety of funding opportunities and in-kind support. • Collaborate with CEO and executive leadership to ensure partnerships align with organisational priorities. • Receives positive feedback and strong satisfaction scores from clients, partners, and stakeholders.
Performance Monitoring & Reporting	<ul style="list-style-type: none"> • Track pipeline performance, funding outcomes, and conversion rates. • Report regularly on funding forecasts, risks, and opportunities. • Provide insights to inform organisational planning and revenue diversification strategies.

	<ul style="list-style-type: none"> • Ensure appropriate escalations are made when measures are off-track. • Work with the CEO to develop performance targets to allow proactive management decision making. • Demonstrates measurable social/organisational impact from department services and programs. • Provides accurate and timely reports to the CEO and Board.
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KEY RESULT AREA – Compliance

Key Responsibilities	Duties
Identify and report any child safety concerns, risks, allegations or disclosures immediately to management as required under organisational policy and the reportable conduct scheme.	<ul style="list-style-type: none"> • Complete mandatory reporting and documentation within required timeframes.
Follow all obligations regarding information sharing under relevant schemes (CISS, FVISS) when concerns for a child's safety exist.	<ul style="list-style-type: none"> • Attendance and successful completion of all mandatory child safety training.
Apply child-safe risk assessment and mitigation practices when planning meetings, community visits, or service arrangements involving children.	<ul style="list-style-type: none"> • No breaches of the Child Safe Code of Conduct
Ensure that online and physical environments used to deliver services are safe and compliant with child safety expectations.	<ul style="list-style-type: none"> • No breaches of the Child Safe Code of Conduct

KEY RESULT AREA - Organisation/Customer Service/Our Team

Key Responsibilities	Duties
Values of Inclusion Melbourne are incorporated into daily work practices.	<ul style="list-style-type: none"> • Demonstrates and upholds IM Values
Excellent customer service to all stakeholders.	<ul style="list-style-type: none"> • Customer Service (internal & external)
Positive customer feedback.	<ul style="list-style-type: none"> • Support key business functions of the organisation ensuring a positive public image of Inclusion Melbourne is presented.
All communications are positive and effective.	<ul style="list-style-type: none"> • Ensure effective communications with all stakeholders.
Staff Engagement	<ul style="list-style-type: none"> • Conducts performance reviews in accordance with the relevant policy.

Occupational Health & Safety	<ul style="list-style-type: none"> Assesses risk in the context of service delivery to a diverse range of clients, in a diverse range of settings, and implements risk mitigation strategies. Maintains and promotes a workplace free from discrimination and harassment of any kind and follow the organisational grievance procedure to report any discriminatory or harassing behaviour.
Teamwork	<ul style="list-style-type: none"> Attends and participates in relevant meetings Contributes to the development of all administration processes, from onboarding to all service facing departments, ensuring communication is positive and effective Sets and keeps high standards of teamwork Openly supports and respects diversity within the team Works with team members to assist in planning and in achievement of team timeline, goals and outcomes
Promote and uphold a child safe culture in all aspects of work, consistent with the Victorian Child Safe Standards.	<ul style="list-style-type: none"> Demonstrates compliance with all Child Safe Standards and organisational child safety policies.
Ensure all interactions with participants, families, and children are respectful, safe, and inclusive.	<ul style="list-style-type: none"> Positive feedback from families regarding safe, respectful, and child-centered practice.
Support culturally safe engagement for Aboriginal children and their families.	<ul style="list-style-type: none"> Positive feedback from families regarding culturally safe support.
Participate in ongoing child safety training, induction, supervision and performance review.	<ul style="list-style-type: none"> Attendance at mandatory training and feedback from performance reviews.

ORGANISATIONAL RELATIONSHIPS

Reports to: Chief Executive Officer

Supervision: N/A

Internal Liaisons: Head of Services
Finance Team
Direct Support
Community Support
Support Coordination
Design Lab
Intake
Inclusion Training

External Liaisons: **People we support and their families**
External Stakeholders
Government, Philanthropic bodies and Donors
Community organisations
Employers
Peak bodies

ACCOUNTABILITY, EXTENT OF AUTHORITY, JUDGEMENT & DECISION MAKING

The incumbent in this role will operate under limited direction and within the approved delegated authority, will:

- a. Negotiate on matters of significance within the organisation with other bodies and/or members of the public.
- b. Exercise autonomy in establishing the development of the business.
- c. Independently identify and develop new business opportunities across service delivery and the organisation
- d. In consultation with the Chief Executive Officer, manage the implementation of the organisation's strategic plan elements as they pertain to the role's area of accountability.

KEY SELECTION CRITERIA

Essential:

Experience & Knowledge

- Minimum 8 years of senior fundraising or business development experience within the not-for-profit or social impact sector.
- Proven success in securing funding from multiple sources, including:
 - Philanthropic foundations and PAFs
 - Corporate partnerships and sponsorships
 - Government grants and community funding programs
- Demonstrated ability to develop and execute a multi-year funding strategy and maintain a sustainable pipeline.
- Strong networks and relationships with philanthropic, corporate, and government funders.
- Knowledge of NFP governance, compliance, and reporting requirements related to grants and partnerships.
- A minimum of 3 years' experience working in a NDIS or similar environment- essential to understand the market

Skills & Competencies

- Exceptional grant writing, proposal development, and reporting skills.
- Strategic thinking with the ability to identify funding opportunities and convert them into revenue.
- Strong stakeholder engagement, influencing, and negotiation skills.
- Commercial acumen with the ability to balance mission-aligned outcomes with financial sustainability.
- Leadership and collaboration skills to work effectively with CEO, executive team, and cross-functional staff.
- High-level communication and presentation skills, both written and verbal, to represent the organisation externally.
- Demonstrated experience delivering high level analytical financial data for strategical and reporting purposes
- Experience managing complex budgets across various service areas with multiple income streams and funding bodies
- Demonstrated ability to improve the performance of individuals and teams, and business bottom lines
- Ability to work with minimal direction and to exercise initiative and discretionary judgement
- A strong work ethic and integrity
- A genuine interest in, and commitment to Inclusion Melbourne's vision, mission & values
- Victorian Driver's License.

Personal Attributes

- Strategic, proactive, and outcome focused.
- Relationship-driven and able to build trust with high-level stakeholders.
- Mission-aligned, passionate about inclusion and social impact.
- Flexible and adaptive in a dynamic environment with competing priorities.

Desirable:

- Experience in digital fundraising or CRM/fundraising platforms.
- Previous success in establishing multi-year philanthropic or corporate partnerships.

- Understanding of commercial sponsorship structures and corporate social responsibility programs.
- Demonstrated experience, understanding & commitment to working with people who have a disability
- Understanding of people with a disability and issues associated with the sector
- Experience and ability to work with volunteers and community members;

QUALIFICATIONS & EXPERIENCE

- Tertiary qualification in fundraising, business, commerce, marketing, social sciences, or a related discipline.
- Postgraduate or professional development in fundraising, philanthropy, business development, or leadership would be advantageous.
- Relevant professional memberships (e.g., AICD, Fundraising Institute of Australia (FIA)) are desirable.

NDIS Worker Screening Check

It is a condition of your engagement with Inclusion Melbourne that your employment is subject to clearance through the NDIS Worker Screening Check. It is mandatory for incumbents of risk-assessed roles to have full clearance prior to commencing with Inclusion Melbourne.

Working with Children's Check

All employees who work with children must have a valid working with children check.

Child Safety & Wellbeing

Because this role may involve direct or indirect contact with children, all employees must uphold the Victorian Child Safe Standards, ensuring the safety, rights and wellbeing of all children engaged with Inclusion Melbourne.

This includes:

- Promoting a child safe culture in all interactions.
- Identifying and responding to child safety concerns, risks or disclosures.
- Ensuring support is delivered in child safe physical and online environments.
- Respecting the diverse needs of children, including Aboriginal children, children from CALD backgrounds, LGBTQIA+ young people and children with disabilities.

Equal Opportunity & Diversity

All appointments will be made in conformance with the spirit and intent of the Equal Opportunity and Anti-Discrimination legislation. 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.

I have read, understand and accept this position description, and agree to fulfil the requirements of this role to the best of my ability. I understand that the position description may be modified from time to time to suit organisational requirements.

I agree to notify my supervisor immediately of any change in my capacity to meet the requirements. I also agree to inform my supervisor if any of the following requirements change:

- Driver license status (if applicable)
- NDIS worker screening check
- Compliance with Inclusion Melbourne's Vaccination Policy
- The capacity to fulfil the inherent requirements of the role

Employee's Name:

Employee's Signature

Date: / /