

CANDIDATE INFORMATION PACK

Philanthropy Manager

Redlands





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Role Summary

Organisation:

Redlands

Direct Reports:

Nil

Job Title:

Philanthropy Manager

Expected Salary:

An attractive salary will be offered.

Reports to:

Director of Philanthropy

Location:

Cremorne, Sydney

Job Type:

Permanent full-time

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

Background Information

Established in 1884, Redlands is a leading independent, co-educational school with a strong community and a commitment to academic excellence, innovation and opportunity.

Through Redlands Giving, the School is embarking on a transformational comprehensive philanthropic campaign supporting strategic priorities across facilities, programs and means-tested scholarships.

With a strong portfolio, a growing pipeline and engagement plans already underway, the foundations are in place for significant philanthropic growth.

This is an exciting opportunity to join the campaign at the early stages and play a key role in converting donor interest into meaningful philanthropic support.

Benefits & Culture

- Step into an established portfolio with a growing pipeline of major gift opportunities.
- Join a leading team committed to growing a culture of philanthropy.
- Collaborative, values-driven environment where initiative, relationships and impact are valued.



You can find out more [about Redlands on their website](#).
Access [the latest Impact Report](#).

Key Responsibilities

Reporting to the Director of Philanthropy, you will manage a portfolio of approximately 70-100 major gift donors and prospects, developing and delivering tailored engagement strategies to deepen relationships and secure significant gifts.

You will take a strategic, relationship-led approach to moves management, progressing prospects from identification and cultivation through to solicitation and stewardship. With a clear focus on donor meetings, engagement and gift progression, you will be responsible for building momentum across the portfolio and converting major gift opportunities.

The role will also play an important community-facing role, representing Redlands Giving at School events and helping to build a strong and enduring culture of philanthropy across the Redlands community.

Key responsibilities include:

- Manage a portfolio of 70-100 major gift prospects and donors, ensuring systematic moves management and timely progression through cultivation, solicitation, and stewardship stages.
- Lead donor meetings, engagement touchpoints, and stewardship activities.
- Develop and implement personalised engagement strategies, including proposals, gift agreements, and impact reporting.
- Collaborate with internal teams to leverage networks for major gift opportunities.

The role will also play an important community-facing role, representing Redlands Giving at School events and helping to build a strong and enduring culture of philanthropy across the Redlands community.



The Candidate

You will be an experienced major gifts fundraiser with a proven track record of managing high-value donor portfolios and securing significant philanthropic gifts and pledges. You will bring:

- Fundraising experience, with strong major gifts expertise.
- Understanding of moves management and best-practice stewardship.
- Demonstrated experience working in a relationship-led environment, ideally within education, NFP or a similarly community-focused organisation.
- Exceptional relationship-building and influencing skills, with the confidence to engage senior and high-capacity donors.
- Strong written and verbal communication skills, including compelling donor communications.
- Experience using CRM systems for donor management; knowledge of Veracross is advantageous.
- A genuine commitment to philanthropy and the opportunity it creates for the School and its community.

This is an opportunity for an accomplished fundraising professional to take ownership of a significant major gifts portfolio and make a tangible contribution to the future of Redlands.

[To apply please follow this link to the NGO Recruitment website.](#)

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 apply here.](#)

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 having a close look at the "Key Responsibilities" page; if you identify with what's outlined, please submit your application.

We recommend addressing the "Candidate" page of the advertisement when writing your 1-2 page cover letter, as we have identified these as the essential competencies in a successful candidate.

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 Candidate" sections of the advertisement.

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 role is offered on a full-time basis.

Can you tell me more about the client?

To get to know the organisation a bit better, we encourage you to [visit the Redlands website](#), [LinkedIn page](#) and explore relevant online publications.

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?

No, this is a Sydney-based role. Remote workers are not considered.

Salary guide

An attractive salary will be offered.

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.