



# The Moreton Bay Foundation

## Fundraising Manager (0.6 FTE)

### About The Moreton Bay Foundation (TMBF)

The Moreton Bay Foundation (TMBF) exists to turn knowledge into collaborative action for a sustainable Moreton Bay. Our vision is a thriving and healthy Moreton Bay for nature and people.

TMBF's strategic goals are:

- *Awareness* – to raise community and stakeholder awareness about the health of Moreton Bay and the impacts of sedimentation.
- *Agency* – to provide information and tools to support the community to be the voice of the Bay to reduce sedimentation.
- *Influence* – to work with decision-makers to provide timely evidence-based advice to inform policy and investment.
- *Viability* – to strengthen TMBF's financial and operational capacity for sustained impact.

### The Opportunity

We are seeking an experienced and driven Fundraising Manager to grow The Moreton Bay Foundation's fundraising program, with a focus on donor relationships, partnerships and revenue generation.

### Purpose of the Role

To generate revenue for TMBF by identifying, cultivating and securing funding from donors, partners and supporters, and by contributing to a sustainable fundraising pipeline.

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### Key Responsibilities

#### 1. Donor Relationships & Fundraising

- Identify and build relationships with prospective and existing donors, including individuals, businesses and philanthropic organisations
  - Develop and maintain a clear pipeline of funding opportunities
  - Arrange and attend meetings, calls and events to engage potential supporters
  - Prepare and deliver tailored funding proposals and partnership opportunities
  - Secure financial support through donations, sponsorships and partnerships
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#### 2. Fundraising Campaigns & Communications

- Lead and support targeted fundraising campaigns (e.g. EOFY appeal and priority initiatives)
- Develop fundraising messaging and materials, including case for support documents, donor updates and impact communications



- Work closely with the Administration & Communications Officer to deliver:
  - Fundraising appeals via EDMs and digital channels
  - Invitations, follow-ups and campaign communications
  - Supporting campaign content and materials

### **3. Donor Events & Engagement**

- Plan and coordinate small-scale donor and stakeholder events to build relationships and support fundraising
- Work with the Administration & Communications Officer to deliver event logistics and communications
- Engage Board members and key stakeholders to support event delivery and donor introductions
- Use events and meetings strategically to strengthen relationships and progress opportunities

### **4. CRM & Reporting**

- Maintain accurate donor records and engagement notes in a simple CRM system
- Track fundraising activity and pipeline progress
- Provide regular updates to the CEO on activity and outcomes
- Use relevant digital and cloud-based platforms (e.g. CRM system, Google Workspace, Google Analytics) to support tracking and reporting
- Provide fundraising reports to the board

### **5. Performance & Growth**

- Work with the CEO and board to establish realistic fundraising targets within the first 6–12 months
- Contribute to building a sustainable and scalable fundraising pipeline
- This role has the potential to grow to a full-time position as fundraising outcomes and organisational capacity increase

### **6. Support & Collaboration**

- Work closely with the CEO and Administration & Communications Officer to deliver fundraising initiatives
  - Engage with Board members to support donor introductions, events and relationship-building
  - Operate within a small, collaborative team where responsibilities are shared and adapted as needed
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## About You

You are a confident relationship-builder who is comfortable engaging with stakeholders and seeking financial support.

You are proactive, practical, efficient and motivated by achieving tangible outcomes.

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## Essential Skills & Experience

- A proven track record in fundraising, partnerships, business development or similar roles
- Strong relationship management and stakeholder engagement skills
- Excellent written and verbal communication skills
- Experience with CRM systems
- Experience developing proposals, prospectuses or funding pitches
- Ability to work independently, take initiative and drive outcomes without close direction

## Desirable

- Existing networks in South East Queensland
  - Experience in environmental conservation
  - Love for and knowledge of Moreton Bay
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## Salary & Conditions

This is a part-time role (0.6 FTE), with a salary in the range of **\$64,800–\$72,000 (pro rata of \$108,000–\$120,000 FTE)**, depending on experience.

Flexible working arrangements are available.

## Working at TMBF

The Moreton Bay Foundation is a small, collaborative organisation. We are recruiting for two roles, concurrently, and while each position has a clear focus, we are seeking individuals who are comfortable working flexibly across priorities as needed.

You will work closely with the Board, CEO and Admin & Communications Officer to fulfil TMBF's current objectives, based on team strengths, timelines and organisational priorities.

## Why Join Us?

- Opportunity to shape and grow a fundraising program
- Direct impact on protecting Moreton Bay
- Flexible, collaborative working environment



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### How to apply

Please submit your CV and a short cover letter (1–2 pages) outlining your interest and relevant experience to [admin@moretonbayfoundation.org](mailto:admin@moretonbayfoundation.org)

**Applications close:** 11.59PM, 21 May

We are a small, purpose-driven team and are keen to move quickly to bring the right person on board. We will begin reviewing applications and conducting conversations with shortlisted candidates as they are received.

This means we may progress suitable candidates through the process prior to the closing date. **The position may close earlier if a suitable candidate is identified.** All applications received prior to an offer being made will be considered.

We encourage interested applicants to apply as soon as possible.

If you would like to discuss the role before applying, please feel free to get in touch.