

Position Description

Position title:	Corporate and Major Donors Manager	Date:	March 2026
Reporting to:	Director of Strategic Communications	Location:	Carlton (hybrid)
Job type:	Part time or full time	Direct reports:	0

Mission

To help people and institutions, regardless of their status or beliefs, to minimise serious harms from legal or illicit drugs.

Objectives

The Corporate and Major Donors Manager will play a critical role at Penington Institute driving revenue growth through corporate partnerships and major donor engagement in Australia and internationally. This role will focus on identifying, cultivating and securing trusted, high value relationships with high net worth individuals (HNWIs), corporate sponsors and other major donors whose values and goals align with our mission.

Areas	Tasks and Responsibilities
Relationship management	<ul style="list-style-type: none"> Actively identify, research and successfully engage prospective donors and supporters including HNWIs, corporate funders and other major donors. Develop and maintain an active portfolio of donors and corporate partners, ensuring long-term engagement and multi-year funding commitments. Fully understand and clearly articulate the organisation's mission and case for support to inspire investment. Secure and coordinate meetings with current and prospective donors and prepare briefings to support the CEO and other senior leaders Act as the primary contact for major donors and corporates, alongside the CEO and other senior team members. Ensure that delivery of sponsorship benefits (branding, events, recognition) is coordinated internally and delivered according to funder agreements. Ensure compliance with the established Donation Procedure and lead continuous improvement efforts to optimise the process, as needed.
Strategy, innovation and implementation	<ul style="list-style-type: none"> Support the development and delivery of the fundraising strategy, incorporating innovative strategies and initiatives to engage HNWI, corporate sponsors and other major donors. Scan and interpret trends in corporate giving, CSR and ESG priorities to inform engagement approaches and secure new income, nationally and internationally. Innovate by developing creative and proactive initiatives to connect with prospective funders, generating financial and in-kind support.

	<ul style="list-style-type: none"> • Secure significant new funding, including 5-figure+ gifts and partnerships, to meet agreed annual income targets. • Work with internal team members to conceptualise and develop compelling project proposals, pitch decks, sponsorship packages and donor communications tailored to funder priorities and organisational needs.
Reporting	<ul style="list-style-type: none"> • Track and report on fundraising progress and relationship building in our CRM. • Prepare high-quality, timely reports for funders highlighting outcomes, impact and return on investment, to strengthen confidence and long-term support. • Deliver regular reporting against fundraising targets, adjusting strategies and initiatives as needed.
Team collaboration	<ul style="list-style-type: none"> • Work closely with Penington Institute team members including the leadership team to understand funding needs and program priorities and seek funding to support priority areas. • Work closely with members of the Communications and Fundraising team to integrate fundraising activities into broader strategies and plans. • Actively contribute to the organisational processes and meetings and help embed corporate engagement and fundraising into broader communications and programs of work.
Other	<ul style="list-style-type: none"> • Other duties, as required
VALUES	<ul style="list-style-type: none"> • Productivity • Integrity • Compassion • Persistence • Empowerment
WELLBEING	<p>All team members work to build and maintain a workplace environment and culture that supports healthy lifestyle choices.</p> <ul style="list-style-type: none"> • Ensure you work in a safe way, and without risk to health both physical and mental wellbeing. • Reduce the risks of injury or illness in the workplace so far as reasonably practicable. • Avoid short cuts which could put yourself or someone else at risk. • Report work-related hazards and incidents to the Corporate Services Manager including any issues with mental health. • Ensure reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Penington Institute's occupational health and safety (OHS) policies and procedures.
LEADERSHIP	<p>Leadership isn't just for managers. We expect all team members to be leaders at Penington Institute.</p> <ul style="list-style-type: none"> • Empower others and promote collaboration. • Invest in the growth and development of the team. • Treats all people equally and honestly. • Be on top of compliance and best practice of your area.

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| | <ul style="list-style-type: none">• Work well with key stakeholders in other areas of the business.• Work beyond your scope to better business processes and practices.• Encourage people to have a view and raise issues for consideration and discussion. |
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FOR MANAGERS:

- Responsible for the productivity of your team.
- Set goals and monitor the positive impact on the business.
- Manage and control cost according to budget.
- Ensure sufficient and ample resourcing to get the job done.