

Position Description

Position title:	Trusts & Foundations 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 Trusts and Foundations Manager will play a critical role at Penington Institute driving revenue growth through engagement with trusts, foundations and other philanthropic funders, in Australia and internationally. This role will focus on identifying, cultivating and securing financial support through trusts and foundations, private ancillary funds (PAFs), and other grant-making bodies whose values and goals align with our mission.

Areas	Tasks and Responsibilities
Relationship management	<ul style="list-style-type: none"> Actively identify and research potential trusts, foundations and grant-making bodies aligned with the organisation's mission. Maintain an up-to-date and forward planned pipeline of opportunities and prospects, and coordinate internal teams to ensure timely and high-quality submissions Fully understand and clearly articulate the organisation's mission and case for support to inspire investment. Secure and coordinate meetings with trusts, foundations and other grant makers and prepare briefings to support the CEO and other senior leaders Act as the primary contact for trust, foundations and grant-making bodies, alongside the CEO and other senior team members. 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 approaches to engage trusts, foundations, PAFs and other grant-making bodies. Lead the preparation of high-quality, tailored funding applications and proposals, including budgets, impact metrics, and reporting plans, working alongside the Grant Writer. Scan and interpret trends in philanthropic funding to inform engagement approaches and secure new income, nationally and internationally.

	<ul style="list-style-type: none"> • Innovate by developing creative and proactive initiatives to connect with private and 'by invitation only' funders. • Secure significant new funding, including 5-figure+ grants and gifts, to meet agreed annual income targets. • Work with internal team members to conceptualise and develop compelling project proposals, pitch decks, grant applications and funder 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 and acquittals 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. • Ensure the successful delivery of funded projects by ensuring project leads and internal teams are briefed on requirements of grant agreements. • 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 philanthropy 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.• 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. <p>FOR MANAGERS:</p> <ul style="list-style-type: none">• 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.
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