



Development Manager

Australian Jewish Fertility Network (AJFN)

Role	Development Manager
Reports to	Chief Executive Officer
Days	2-3 (part-time)
Location	Work from home — candidates must be based in Victoria
Salary	Commensurate with experience (pro-rata)

About the AJFN

At the Australian Jewish Fertility Network, we believe no Jewish Australian should ever feel alone on their fertility journey. We exist to ensure that those struggling to achieve their dreams of having a baby have the support they need to grow their families.

We are a beacon of hope — offering financial and emotional support, educational resources, and advocacy services. We strive to create a world where open and honest conversations about infertility within the Jewish and broader community are encouraged and normalised.

The Opportunity

Behind every family AJFN supports is a community of people who made it possible. As our Development Manager in Victoria, you'll be the person who builds and deepens that community — connecting donors, partners, and organisations to a cause that genuinely changes lives.

This is a hands-on, relationship-first role for someone who understands the Melbourne Jewish community, thrives on meaningful connection, and is energised by the idea that their work directly helps families grow. You'll lead AJFN's fundraising and community engagement efforts in Victoria, managing key donor and stakeholder relationships, developing partnerships across the community, and helping grow the financial foundations that allow us to do more for more families.

You'll report to the CEO and work closely with a small, passionate, and growing AJFN team — as well as our Committees and Board. **If you're someone who finds deep purpose in bringing people together around something that truly matters, we'd love to hear from you.**



Key Responsibilities

Development & Fundraising

- Take shared ownership of AJFN's budgeted annual income targets, actively driving results and reporting on progress.
- Lead income generation across multiple pathways — including corporate partnerships, philanthropic giving, and peer-to-peer fundraising — to ensure AJFN's long-term financial sustainability.

Existing Donor Stewardship

- Cultivate deep, trust-based relationships with individuals and organisations giving at a major gift level, ensuring they feel genuinely connected to the families their generosity supports.
- Identify and engage prospective major donors, presenting a compelling and heartfelt case for investing in AJFN's work and securing gifts of \$3,600 and above.
- Collaborate with the Marketing and Communications Manager to design and execute a Donor Engagement Strategy — including face-to-face visits and meaningful communications — that keeps donors close to our mission.
- Work to diversify AJFN's income streams, building financial resilience as we grow nationally.
- Inspire donors to share AJFN's vision within their own networks, and help identify others who have both the capacity and the heart to support our work.

New Donor Engagement & Income Streams

- Develop and manage relationships with staff and trustees at trusts, foundations, and granting bodies, building AJFN's profile as a credible and impactful funding partner.
- Proactively identify and pursue new donor opportunities and funding streams.
- Research trusts, foundations, and grant opportunities, making applications where AJFN is well placed to receive support.
- Acquire and manage event sponsorships, bringing partners along for key AJFN moments in the calendar.

Peer-to-Peer Fundraising

- Help design and implement peer-to-peer fundraising initiatives that mobilise AJFN's community of supporters to raise funds on our behalf.

Grant Writing

- Work with the CEO to craft and submit compelling grant applications and funding proposals that bring AJFN's mission to life on the page.

Reporting & Records

- Prepare accurate, timely reports for donors, the AJFN Board, and other relevant stakeholders that reflect the impact of their investment.
- Ensure all records and reports are stored properly and accessible to the relevant team members.
- Contribute meaningfully to AJFN's annual Impact Report.

What You'll Bring

- Strong communication skills — both written and verbal — with the ability to present confidently and compellingly to diverse audiences.
- A natural relationship-builder who is highly service-oriented and genuinely enjoys connecting with people.
- The drive to work proactively and autonomously, taking initiative without needing to be prompted.
- A creative problem-solver who thinks ahead and finds a way through.
- Excellent partnership and stakeholder management skills, with a track record of maintaining meaningful, long-term relationships.
- Exceptional attention to detail and strong organisational ability — able to juggle competing priorities and meet deadlines without dropping the ball.
- Leadership skills that bring others along, whether they're colleagues, volunteers, or donors.
- A proven ability to research, identify, and cultivate a donor base, and to grow income over time.
- Sensitivity and emotional intelligence to engage with a broad range of people — including those navigating deeply personal circumstances — with empathy and discretion.
- Experience in fundraising is preferred.

Employment Conditions

- Melbourne based, with the opportunity to work from home or from the Launchpad Hub.
- Flexibility to meet with the CEO and other key stakeholders when necessary and at times after normal work hours.
- Expectation to attend relevant community events.
- A personal laptop, phone and internet connection is required; however, the AJFN will provide an allowance to cover the work-related portion of phone/internet costs in line with the job requirements.

2-3 days a week