

**Position Description**  
**Fundraising Manager**  
**January 2026**



<b>Position Title</b>	<b>Fundraising Manager</b>
<b>Hours</b>	<b>22.5 hours per week: three 7.5 days to be worked between Tuesday and Friday.</b> Regular days per week to be agreed with the successful candidate
<b>Duration</b>	<b>Ongoing</b>
<b>Location</b>	<b>Hybrid – approx. 50% onsite in the CSMC office (Melbourne CBD)</b>
<b>Salary</b>	<b>\$120,000 pro rata + Super. Salary packaging available</b>
<b>Closing Date:</b>	<b>9am Thursday 5 February</b>
<b>Contact Person:</b>	<b>Jenny Davidson, CEO</b> Phone 0407 697 976

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### **About CSMC**

Council of Single Mothers and their Children is a non-profit organisation founded 56 years ago by single mothers to secure a better life for women parenting alone and their children. We achieve change by amplifying the agency, rights and needs of single mothers and their children and providing specialist support services.

CSMC services and community includes:

- Information, support, referral and advocacy services for single mother families, including support via telephone and email to approx. 3000 contacts per year.
- Engagement with over 10,000 single mother families, via our fortnightly newsletter and social media, and over 52,000 website visitors per year.
- 6200 historical and current members (free for single mothers).
- Representation of the needs and issues of single mothers and their children through working with government and community organisations, the media and research partners.
- Advocacy to overturn the social, economic and legal discrimination against single mothers and raise the status of single mothers and their children with State and Federal government.

CSMC is independent, non-partisan, collaborative and founded on lived experience in our service delivery and governance. We envision a society where single mothers and their children have all opportunities to thrive.

### **Organisational Environment**

CSMC works from an intersectional feminist perspective and is committed to the processes of self-help, empowerment and mutual support for single mothers and their children.

A Board, elected from CSMC's membership, provides strategic and management oversight to the organisation.

Working from a self-help model, CSMC employs only women who are or have been single mothers. This falls within the exception contained in section 28 of the Equal Opportunity Act 2010.

CSMC is proudly a family-friendly employer.

## **POSITION DESCRIPTION**

The Fundraising Manager will expand, grow and diversify CSMC's fundraising income to ensure long-term sustainability of our programs, advocacy, and support for single mothers and their children. The successful candidate will expand on existing fundraising to develop a contemporary, values-aligned fundraising program — including major donor fundraising, trusts and foundations, and gifts in wills.

This role requires a strategic thinker who is hands-on, proactive and able to work autonomously. The Fundraising Manager will work closely with the CEO, communications and support services staff to articulate CSMC's impact and build and diversify CSMC's revenue.

The position is ideal for someone with strong fundraising experience who is motivated by social justice, gender equity, and the empowerment of single mothers and their children and is seeking a flexible, family-friendly position within a highly engaged, innovative and committed organisation.

## **KEY DUTIES**

Working from CSMC Fundraising Strategy 2025-2028, signed off by the Board in May 2025:

- Develop an implementation plan for the Fundraising Strategy.
- Identify priority fundraising opportunities and potential diversified revenue streams.
- Review and update annual fundraising targets and strategies with the CEO and report regularly on progress to the CEO and the Board's Fundraising and Communication Sub-Committee.
- Manage, expand and cultivate relationships with major donors and philanthropic partners, including opportunities to experience and understand CSMC's work.
- In partnership with the CEO and program team, prepare compelling project plans, grant applications, theories of change, cases for support, acquittals and impact reporting.
- Maintain a grants and donor pipeline, moves management strategy, and calendar.
- Collaborate with the Digital Communications Officer to produce fundraising content including two annual appeals, regular giving campaigns and gifts in wills content.
- Expand and cultivate relationships with major donors and the philanthropic sector including donor stewardship and recognition processes, welcome journeys, impact reporting, and opportunities to experience and understand CSMC's work.
- Build, manage and segment CSMC's Salesforce donor database and maintain accurate CRM records.
- Ensure compliance with fundraising legislation and ACNC.

- Engage in staff meetings, professional development and other organisational activities.

A Fundraising Assistant is planned to be employed in approximately 12 months (budget dependent).

## KEY SELECTION CRITERIA

### Required

- Is or has been a single mother.
- Commitment to social justice, gender equity and the philosophy of CSMC.
- Demonstrated success securing income through some or all of the following: major giving, trust and foundations, gifts in wills, partnerships and community campaigns.
- Understanding of and networks within the philanthropic sector and knowledge of ACNC and fundraising compliance.
- Highly developed verbal and written communication skills.
- Excellent interpersonal and collaboration skills.
- Experience using CRM systems for donor management and fundraising communications; CSMC uses Salesforce.
- Strong computer skills including MS Word, Excel, Outlook, platforms such as Raisely, Campaign Monitor and CANVA, and general digital literacy.
- Ability to work in a self-directed, consultative and accountable manner.
- Strong organisational and time management skills.

### Desirable

- Network of potential donors and liaisons within the women's sector, community sector, or similar.

## APPLICATION PROCEDURE

Applications open until 9am, Thursday 5 February 2026.

Please apply via [EthicalJobs.com.au](https://ethicaljobs.com.au) address to

**Jenny Davidson, Chief Executive Officer**

**Please include a cover letter clearly addressing all the key selection criteria and a current resume.**

Appointment is subject to a satisfactory police check.

Please contact Jenny Davidson, CEO to discuss the role further.

Ring 0407 697 976 or email [ceo@csmc.org.au](mailto:ceo@csmc.org.au)