Development Manager – South East Asia and Pacific (SEAP) Department

Job Title: SEAP Development Manager

Location: Australia (with travel to South East Asia and Pacific regions)

Contract: 12 months fixed term

Reporting to: Senior Operations Manager

Responsible for: Occasional consultants or volunteers

Salary: AUD $108,271.80 base salary plus Super

Conciliation Resources Australia

Conciliation Resources (CR) is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide. We work with partner organisations and individuals (officials, civic actors and politicians) supporting processes of change, including through supporting key actors in regions affected by conflict to explore options for progress through dialogue, analysis and access to new thinking. We also work with civil society groups to become more effective in advocating for rights, encouraging debate and achieving policy change.

CR is headquartered in London, with a branch office in Melbourne, and registered in Australia as Conciliation Resources Australia (CRA), managing our South East Asia and the Pacific (SEAP) department programs. Conciliation Resources has worked in the SEAP regions since 1994 and currently has three programmes: a Fiji and Solomon Islands Program, a Papua New Guinea Program and a Philippines Program.

Job Purpose

This is a newly created role that will play a pivotal part in supporting leadership to establish and grow a sustainable philanthropic income stream for the SEAP department. The SEAP Development Manager will contribute to the design and implementation of a strategic fundraising program, with an initial, primary focus on major gifts, and trusts and foundations, and also government grants. The postholder will help build the relationships, systems, collateral and capability required to diversify CRA's income base.

The role will support income generation by working with SEAP department staff to develop funding proposals, manage donor relationships, and provide technical advice on grant management across CRA's SEAP programmes.

Scope and Accountability

The SEAP Development Manager reports to, and is line-managed by, the Senior Operations Manager.

The postholder will liaise with programme staff across SEAP department's work, and collaborate closely with CR's global Development Team and Communications Team, based in London. They will work with the SEAP department's leadership to open opportunities for both unrestricted

philanthropic income and restricted project-based grants, adapting and building the organisational infrastructure within the SEAP department necessary to support a long-term fundraising program for the department.

Specific Responsibilities and Tasks

a. Philanthropic Fundraising and Business Development

- Support the establishment of the department's philanthropic fundraising program, initially focused on major gifts and trusts and foundations in Australia and the broader SEAP region.
- With guidance from leadership,develop and implement a 12-month Fundraising Action Plan that identifies priority donors, sets income targets, outlines engagement strategies, and builds accountability across the team.
- Manage a portfolio of prospective and current philanthropic donors and intermediaries, with tailored cultivation and stewardship strategies for each.
- Research and monitor Australian and international philanthropic trends, identifying new opportunities aligned with the department's work – particularly at the intersections of peacebuilding, gender equality, and climate resilience.
- Coordinate and prepare high-quality major donor proposals, grant applications, and funding pitches, tailored to the priorities and expectations of each funder; including lesson-sharing relating to successful and unsuccessful funding proposals.
- Support department program staff in developing donor relationships and building their confidence in donor engagement, asking and stewardship.
- Provide general guidance and advice on fundraising practices.
- Support in the wider achievement of the department's Fundraising Strategy and Annual Plan.
- Conduct ethical fundraising due diligence on all new donors in line with CR's Ethical Fundraising and Investment Policy.

b. Restricted Income and Grants Support

- Support program staff in their efforts to raise restricted income, including commenting on, editing and writing proposals and budgets.
- Provide guidance on donor requirements and expectations across institutional, government and philanthropic funders.
- Coordinate the development of selected cross-regional bids, when needed.
- Liaise with the global Development Team to align on fundraising strategy, share learning, and leverage organisational relationships with institutional donors.
- Monitor the department's fundraising pipeline and share relevant opportunities with programme teams.

c. Fundraising Systems, Data and Reporting

- With support from leadership, manage the department's donor and grants data, either using existing tools or a system bespoke for the department, ensuring donor and grant information is kept up-to-date and used effectively for relationship management and reporting.

- Drawing on existing tools and processes where appropriate, develop and implement donor stewardship processes, including personalised communications, impact updates, recognition and engagement activities.

- Work with the global Monitoring, Evaluation and Learning team to contextualise CR's evaluation and impact measurement framework that strengthens the department's ability to demonstrate program outcomes for philanthropic funders.

- Drawing on existing tools and processes, develop systems for tracking return on investment, donor engagement and grant outcomes.

- Assist in the production of reports for senior management and the Board, as required.

- Ensure the department's fundraising modalities and systems are compliant with Australian Charities and Not-for-profit Commission and Australian Council for International Development requirements.

d. Communications and Collateral

- In consultation with the Development Team, contextualise CR's Case for Support that clearly articulates the department's vision for the SEAP philanthropic market.

- In consultation with CR's global Communications Team and the Development Team, develop or contextualise templates, tools and collateral to support fundraising activities, including major donor proposal templates, web pages, appeal letters, donor reports, thank you letters and invitations.

- Work with the CR's global Communications Team to ensure fundraising materials align with organisational branding and reflect the department's distinct SEAP focus.

- Contribute to building the SEAP department's profile and contribute to increasing awareness of peacebuilding in Australia in line with the global communications strategy and brand guidelines.

- Where required for fundraising contribute to developing clear and accessible impact storytelling across all fundraising communications, including through case studies, quotes, data and video content.

e. Other

- Contribute to team and organisational meetings, and participate in relevant training and professional development opportunities.

- Participate in regular line management meetings and performance appraisals, keeping the department's human resources systems up to date.

- Supervise occasional volunteers and consultants as required.

- Perform other tasks and duties, consistent with the skills and expertise of the postholder, as required in non-routine circumstances.

- Apply the department's and CR's core values to all work, including through signing and adhering to CR's Code of Conduct.

- Contribute to a culture that respects equality, diversity and inclusion, and assists with the implementation of anti-racist and gender-responsive practices.

- Demonstrate a strong commitment to CR's Keeping People Safe (safeguarding) policy and zero tolerance of bullying and harassment.

- This role may involve travel to SEAP program locations. Prior to and during travel, you should observe the security advice provided by the relevant program team.

Person Specification

Essential Experience, Knowledge and Skills

- Significant experience of developing and implementing successful fundraising programs, with a track record of securing income from philanthropic organisations and trusts and foundations; preferably combined with experience of securing government grants.
- Demonstrated experience writing high-quality funding proposals and budgets to secure income from philanthropic organisations and trusts and foundations.
- Experience building and stewarding relationships with philanthropic donors, with the ability to cultivate long-term, trust-based relationships.
- Experience of fundraising practices, approaches, and environment in Australia, the Pacific and South East Asia, including securing community match funding for ANCP funding rounds.
- Knowledge of the Australian philanthropic landscape, including an understanding of foundations, trusts, and high-net-worth individual giving.
- Excellent English verbal and written communication skills, with the ability to write compelling narratives (story telling) for different audiences and purposes.
- Strong interpersonal and relationship-building skills, with the ability to work collaboratively, listen to and influence others both within and outside the organisation.
- Excellent organisational and planning skills, with the ability to manage multiple workstreams, meet deadlines and track progress against fundraising targets.
- Experience using and managing data to inform fundraising decisions.

Preferable

- Experience of institutional donor-funded grants and contracts, including narrative and financial reporting, due diligence, and monitoring and evaluation.
- Experience or knowledge of the Pacific and/or South East Asia philanthropic or development funding landscape.
- Experience of fundraising for international peacebuilding, development, or human rights organisations and/or positioning an organisation's work within intersecting themes (e.g. gender equality, climate resilience, community development) to attract philanthropic funding
- Project management experience, including coordinating and gaining support from a wide range of stakeholders.
- Cross-cultural sensitivity and appreciation, with the ability to work respectfully and effectively across diverse cultural contexts.
- A proactive, solutions-focused approach and the ability to take initiative in an evolving organisational environment.
- Good coaching and training skills, with the ability to build fundraising capability across a team.
- Experience of developing fundraising action plans and communications collateral

- Excellent numerical and analytical skills, with the ability to develop and monitor budgets and present financial information in an accessible way.

- Strong computer and IT skills, including proficiency in Excel, CRM systems, and awareness of artificial intelligence tools.

- Understanding of and commitment to CR's goals, values, work and approach to peacebuilding.

Desirable

- Experience working in or with an international non-governmental organisation.

- Experience of commercial contracting.

- Membership of or engagement with Philanthropy Australia or relevant professional fundraising networks.

Conciliation Resources Australia is committed to anti-racism and gender equality. This role is responsible for contributing to a culture that respects equality, diversity and inclusion in the wider organisation and assisting with the implementation of anti-racist and gender-responsive practices.

February 2026