

Recruitment Pack – Manager, Fundraising and Major Gifts

AUGUST 2025

The Human Rights Law Centre, a leading national human rights organisation, seeks an experienced Manager of Fundraising and Major Gifts to join our Engagement Team.

This is a full-time, ongoing position, based in the Centre's Naarm/Melbourne or Gadigal/Sydney offices.

About the Human Rights Law Centre

The Human Rights Law Centre takes legal action to defend people's human rights, and advocate for law reform and improved policy on issues affecting people's human rights. Working in partnership with people and communities, we challenge Australian laws and policies which stand in the way of justice and equity for all.

Our vision is that people and communities live with dignity and have the power to challenge injustice, and human rights are at the core of institutions and laws.

Our human rights-based approach, independence from government and corporate power, and our focus on legal action and law reform is what makes us unique.

The Human Rights Law Centre is a registered charity with offices in Melbourne and Sydney. We have a diverse staff team and Board with a strong, shared commitment to creating a better, fairer Australia.

About this role

The Manager, Fundraising and Major Gifts (FMG) is responsible for identifying, cultivating, soliciting, and stewarding major grant-makers and donors to support the Human Rights Law Centre's priorities and strategy.

The role works autonomously and as part of the Engagement team, reporting to the Director, Engagement. With a focus on developing relationships with existing and new donors, and planning and building a pipeline to sustain financial growth, the Manager, FMG, manages a small team to ensure all contacts are comprehensively and meticulously recorded to ensure continuity of connection at all relevant levels of the organisation.

Full details can be found in the [position description](#).

Organisational relationships and extent of authority

The Manager, FMG is a member of the Engagement Team, providing expert advice to the Director, Engagement, CEO, and other members of the Management Team in relation to all aspects of fundraising and major gifts.

The role reports directly to the Director, Engagement and is responsible for management and support of a small fundraising team.

Benefits of working with the Human Rights Law Centre

The Human Rights Law Centre is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We know our team and our work is stronger with a diversity of backgrounds and experience, including lived experience of the issues we work on. Aboriginal and Torres Strait Islander people, people of colour, people from culturally and linguistically diverse and refugee backgrounds, people with diverse religious beliefs, women, LGBTIQ+ people and people with a disability are strongly encouraged to apply.

The position is full time, ongoing with a six month probation period.

The full-time equivalent annual salary for this role is \$123,147 plus 12% Superannuation. You will have access to generous salary packaging provisions, 5 weeks' annual leave and four days (pro-rata for part time) of additional wellbeing leave each year.

The tax savings for staff who take full advantage of salary packaging options can significantly increase their take home pay.

The Human Rights Law Centre's Enterprise Agreement also provides paid cultural and ceremonial leave. See further: [Human Rights Law Centre Enterprise Agreement](#).

The Human Rights Law Centre offers flexible working arrangements, opportunities for professional development and mentoring, and a workplace culture that is collaborative, dynamic, values diversity and is committed to learning and looking after each other.

How to apply

Applications should be sent by email to Thomas Feng at jobs@hrlc.org.au. Applications should comprise:

- a cover letter addressing the selection criteria listed in the [position description](#) (maximum 2 pages); and
- your resume.

Please combine these as a single document in PDF format, with your name as the document title, e.g. [Firstname Lastname.pdf](#)

The closing date for applications is **Sunday, 7 September 2025 at 5.00pm**.

Applicants must have the right to work in Australia.

Don't meet every single requirement?

If you're excited about this role but your experience doesn't align perfectly with all the selection criteria in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles. We welcome and support diversity in all its forms and believe that a wide range of experiences and perspectives enriches our organisation and our work.

Further information

For further information about the Human Rights Law Centre, see www.hrlc.org.au. For further information about this position, email jobs@hrlc.org.au.