

Position Description

Position Description Overview	
Position Title	Key Supporters Manager
Position ID Code	CDO014
Work Area, Division	Key Relationships, Community Engagement
Reports To	Senior Manager, Key Relationships
Direct Reports	Nil
Award	No Award Applicable

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of collaborating closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
The Key Supporters Manager is responsible for developing, managing, and strengthening strategic relationships with small to medium corporate donors, including existing Perkins Partners and prospective supporters. The Key Supporters Manager will drive engagement and increase financial contributions through tax-deductible donations by delivering tailored stewardship and partnership strategies.
A key focus of this position is to lead the growth, acquisition, and retention of small to medium corporate donors, ensuring a strong pipeline of support. The role is accountable for cultivating these relationships into long-term partnerships that deliver sustainable revenue and align with the Key Relationship team's goals and objectives.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Key Supporters Manager	5	30/04/2026	Senior Manager, Key Relationships	Chief Engagement Officer	Chief People Officer

Position Outcomes and Key Goals

1. **Drive portfolio growth and revenue performance** by designing and executing a targeted acquisition strategy to secure and onboard a minimum of 50 mid-tier corporate partners (>\$10K per annum), while identifying opportunities to increase average gift value and overall portfolio yield.
2. **Lead donor retention and stewardship strategy** by developing and implementing tailored engagement plans that deepen relationships with existing corporate donors and partners, improve satisfaction, and maximise retention, repeat giving, and long-term value.
3. **Develop and deliver integrated fundraising strategies** to secure major gifts, including cultivating and managing relationships with high-net-worth individuals, building a robust pipeline, and converting prospects into long-term, high-value supporters aligned with the Institute's strategic priorities.

Key Duties/Accountabilities

1. Roll out, manage, and promote the Perkins Partners program to meet organisational targets while ensuring consistency with the Institute's approach to fundraising and relationship management.
2. Develop a pipeline of corporate prospects and successfully convert suitable prospects to Perkins Partners by clearly and authentically communicating the benefit and value proposition of the partnership.
3. Manage the portfolio of Perkins Partners, identifying and implementing opportunities to increase their engagement with the Perkins and ensuring commitments and expectations are met.
4. Supporting the Senior Manager, to steward a portfolio of potential and current partners, supporters, and donors, implementing management plans and inspiring prospects to make sustainable and substantial philanthropic gifts to the organisation.
5. Regularly evaluate performance of the Perkins Partners program against annual objectives and target income and seek opportunities to optimise its performance.
6. Prepare prospect research briefs, create and deliver pitch proposals, negotiate up to \$10,000 or more and execute new business meetings on behalf of the Perkins.
7. Keep detailed and up-to-date records of donor communications, preferences, and contributions in the donor management system, ensuring accuracy and confidentiality.
8. Identify and manage corporate grant opportunities.
9. When required, represent the Perkins professionally and appropriately at events and workplace meetings.
10. Uphold all legal and ethical standards related to fundraising, including donor privacy, data protection, and compliance with relevant regulations, Codes of Conduct, and Perkins policies, and always respect donor preferences for anonymity or privacy.
11. Complete other duties as requested by the Senior Manager, Key Relationships and/or Chief Engagement Officer.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Tertiary qualification in public relations, marketing, business or a related field, or an equivalent level of knowledge gained through a combination of other education, training and/or experience.
2. Experience in major gifts, philanthropy or fundraising, ideally within the nonprofit sector.
3. Proven ability in successfully managing a donor portfolio, including securing and stewarding gifts of \$5,000 and above.
4. Strong verbal communication, interpersonal, and relationship management skills with the ability to adapt and build connections with diverse individuals in different environments.
5. Previous event coordination experience with a focus on personalised, bespoke experiences for supporters.
6. Strong writing skills and experience writing donor-centric material including brochures, website copy, newsletters and proposals.
7. Ability to work both independently and collaboratively as a valued team member.
8. An authentic and mature disposition with an understanding that fundraising must be done discretely and sensitively.
9. Possess a current WA Driver's Licence.
10. Satisfactory National Police Certificate.

Special Requirements

1. Occasional after-hours work is required in this position.

Key Working Relationships

1. Senior Manager, Key Relationships.
2. Chief Engagement Officer.
3. Key Relationships Team.
4. Current and potential Perkins Partners and supporters of the Perkins.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.