



Position: Philanthropy and Grants Coordinator

Organisation: PBS 106.7FM

Location of Job: 35 Johnston Street, Collingwood

Hours: Part time – 28 hours a week

Pay: \$75,000 plus super

Term: One-year contract, with option to extend

Reports to: General Manager

PBS 106.7FM

For 45 years, community broadcaster PBS 106.7FM has been played an integral part in Melbourne’s diverse music community. With over 80 specialist music programs ranging from soul to indie to electronic to jazz, PBS is dedicated to amplifying under-represented music and supporting the local music community.

The Philanthropy and Grants Coordinator Role

PBS is a non-commercial, non-profit charity supported through membership and sponsorship. This new fundraising role is being established to support the implementation of an expanded fundraising strategy that incorporates philanthropy and grants.

The Philanthropy and Grants Coordinator reports directly to the General Manager, and will work to identify, develop, and steward strong relationships with major donors and prospects. The role works in a complimentary nature with the already established Membership Coordinator. The Philanthropy and Grants Coordinator will cultivate strategic relationships with current donors and prospects, developing strong levels of engagement that inspire philanthropic giving. The role will also identify and apply for grants for PBS projects and activities across the organisation. This role will be the main point of contact for major donors, philanthropic organisations, and grant bodies. It requires high level networking, communication, writing, organisational, and administration skills.

Primary Duties

- Develop implementation plan to mobilise PBS fundraising strategy.
- Identify and qualify new prospects and existing donors in the PBS database and develop engagement strategies to strengthen relationships and elevate giving.
- Cultivate relationships with current donors, prospects, community partners and grant bodies to inspire donations to PBS.
- Develop, manage and deliver strategic fundraising campaigns, budgets, and communications, with Cases-for-Support a key fundraising focus in 2025.
- Increase donor stewardship by implementing more regular donor communications, as well as establishing recognition strategies to encourage loyalty and acknowledge long-term supporters.



- Increase gift in wills pipeline and manage correspondence.
- Manage, report and monitor fundraising campaigns and budgets and work with General Manager to enhance fundraising efforts based on evidence and results.
- Plan, coordinate and provide support to event management staff across major fundraising events.
- Research and apply for appropriate organisational and project grants to fund priority initiatives at PBS.
- Grant management of any grants received by PBS, including upholding compliance, reporting commitments and impact communications.

Selection criteria

- At least two years' experience in a fundraising role, which could include appeals, donor relations, mid-level or major gifts philanthropy, and grants.
- An early to mid-career fundraising and philanthropy professional, who enjoys building strong relationships with donors and is familiar with customer relationship management software.
- Love of music and understanding of the community radio landscape.
- A respectful and collaborative attitude, with the ability to work with people from all walks of life and across all levels of the organisation.
- Experience proactively managing donor strategies through meaningful engagement, including creating donor proposals, cases for support, gift acknowledgments, donor experiences, communications, impact reporting, and acquittals.
- Proven ability to meet financial targets through strategic planning and relationship building.
- Superb written and oral communication skills with experience communicating to a wide range of audiences, including major donors, corporate representatives, senior staff, board members and volunteers; as well as experience writing tailored donor proposals.
- Excellent interpersonal skills with the ability to build relationships and demonstrated success engaging meaningfully with donors.
- Demonstrated attention to detail, working under own initiative to strict deadlines, and managing accounts and projects simultaneously, including a strong ability to work independently and as part of a team.

Hours of work

This role is part time, which is to be completed within office hours, from 10 am – 6 pm Monday to Friday. Flexibility exists within the structure of PBS for these hours to be spread across the working week, and for hybrid work between the office and home.



Some additional hours may be required from time to time, and the Philanthropy and Grants Coordinator will be required to attend events and occasionally take/make phone calls and/or emails after hours.

PBS 106.7FM is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQ+ community and people with disability.

How to apply

Please email your CV and Cover Letter addressing the selection criteria to Kristen@pbsfm.org.au by 6pm Wednesday 23rd April 2025.