

ROLE PURPOSE



Role Title: Project Coordinator

Division: Public Affairs

Location:
Australia

Date: August 2023

Employment type: Full Time,
Permanent

Reports to: Head of Global
Comprehensive Campaign

**Number of direct
reports:** 0

Leadership Band:
Leads self

Purpose of the role:

The Fred Hollows Foundation is an award-winning International NGO working to end avoidable blindness in 25 countries around the world. The Foundation actively fundraises across five regions: Australia, Asia, Europe, North America and the Middle East with in-country teams delivering localised fundraising strategies in support of our global ambitions.

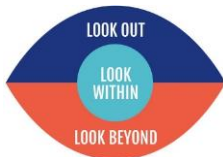
Today 1.1 billion people around the world are needlessly blind. If we do nothing, the next 30 years will see vision loss nearly double. To address this, The Fred Hollows Foundation is embarking on an ambitious and sector leading global fundraising Campaign, unlocking significant new resources to make a truly catalytic change in the battle against avoidable blindness around the world.

The Project Coordinator will work as part of the Global Comprehensive Campaign (GCC) team supporting the Head of GCC to deliver key projects across prospect research, stewardship, Campaign governance, Campaign integration and prospect management.

The **Project Coordinator** will:

1. Support the GCC team to deliver key projects within the Campaign's critical path.
2. Coordinate key meetings within the Campaign governance structure ensuring they are scheduled and agendas are prepared, then attend meetings and recording meeting notes and next actions.
3. Assist with preparing documents and communications including reports, donor impact summaries, internal emails, and donor communications.
4. Monitor project timelines and engage across teams to ensure key dependencies remain on track.
5. Provide administrative support to the Head of GCC and Head of Global Strategic Philanthropy including calendar management and travel support.
6. Undertake other tasks as requested by your manager.

Our Capabilities



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Outstanding organisational and time management skills
- Strong written and spoken communication skills including the ability to write effectively for varied purposes and audiences.
- Strong computer literacy skills in both Microsoft applications, the office suite of apps, and the ability to pick up internal program management and budgeting systems.
- Ability to work well with others under tight timelines and juggle several priority tasks simultaneously including the ability to prioritise and multi-task.
- Ability to work adaptively in a fast-paced environment, responding quickly to changing needs and emerging priorities.

Essential Experience:

- Minimum of 3 years of working experience, preferably in a similar context.
- Knowledge of project management principles.
- Proven ability to plan out multiple concurrent activities, keep on track and manage expectations of internal stakeholders when there are conflicts in timeframes.
- Proven ability to influence and work with multiple internal stakeholders and communicate your needs and context effectively.
- Previous experience working with senior stakeholders internally and externally.

Desirable Experience:

- Experience working in fundraising or the NPF sector
- Working knowledge and understanding of CRM systems.
- Experience working across multiple different cultural contexts.

Qualifications:

Tertiary degree qualifications in relevant field or similar work experience

Travel:

Domestic, as required

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does not involve "Working with Children" either direct or indirect.
This position does involve working with beneficiaries, donors and/or partners.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.