

ROLE PURPOSE

Role Title: Community and Donor Events Coord

Division: Global Philanthropy Operations - PA

Location: Australia

Date: October 2025

Employment type: Part-time, Permanent

Reports to: Community and Donor Events Manager

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

To support the Community and Donor Events Manager by effectively planning, coordinating and executing fundraising and partnership events and programs – ensuring seamless delivery, strong donor relationships and amplified community engagement aligned with our mission.

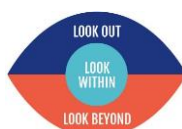
This role ensures donor and community experiences are meaningful, operationally excellent and contribute to revenue, retention and brand reputation.

1. Drive and manage the planning, logistics and execution of community and donor-facing event (fundraisers, recognition and partnership activation)
2. Coordinate with vendors, venues, suppliers and internal teams to secure contracts, manage timelines and ensure smooth operations.
3. Oversee and manage the delivery of Donor Events, supporting the Major Donor, Individual Giving Teams to deliver engaging events to support the stewardship of donors at all levels. Which will include working with these team members to develop events
4. Deliver Vision Trips for Transformational Gift Prospects and Donors
5. Create and maintain strong, collaborative working relationships with event partners as well as internal stakeholders across all divisions, to deliver against shared outcomes for the Foundation and corporate partners.
6. Support the development and implementation of partnership programs and third-party events
7. Manage event budgets, track expenses and insurances and assist in financial reconciliation.
8. Work with the communications / marketing team to promote all events.
9. Oversee online registration, guest lists, donor acknowledgements, RSVP follow-up and on-site donor / member liaison.
10. Maintain accurate donor / event data in the CRM, generate reports and insights and ensure data hygiene
11. Support the development of event plans, timelines, risk assessments, contingency plans and post-event evaluation / lessons learned for CI purposes.
12. Liaise with internal stakeholders to align event goals with broader strategy.
13. Ensure all internal policies are met
14. Performs other related duties within the Foundation to support the mission and network leadership approach
15. Support new and existing individual Community Fundraisers (including responding to phone calls, emails in a timely agreed to fashion).
16. Other tasks as requested by your manager.

Our Capabilities:

As a member of The Foundation, 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 health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Focus Capabilities

5. Show Resilience and Adaptability: Be open to accept different perspectives and willing to adapt and grow through change.
6. Lead Self with Purpose: exhibit drive, curiosity, and accountability for performance and wellbeing. Engage in ongoing reflection and learning to continually enhance personal and professional effectiveness.
7. Influence and Collaborate: build strong relationships and communicate with clarity to achieve shared understanding.
8. Deliver with Excellence: take ownership to achieve results. Use time and resources wisely, focusing on quality, efficiency, and sustainable outcomes.

Essential Experience:

- Proven experience in partnerships building and project management.
- Strong project management and problem-solving skills and ability to prioritise competing deadlines.
- Proven experience prospecting new opportunities for a business and proven success in onboarding a partnership.
- Experience across the systems, processes, code of ethics and operations that underpin best practice fundraising.
- Practical experience with best practice fundraising strategies and systems in a humanitarian setting.
- Knowledge of Australian and global philanthropic and corporate giving trends and experience applying this to successful fundraising initiatives.
- Extensive experience working with diverse database and fundraising platforms.
- Excellent Excel and general Microsoft knowledge.
- Experience in delivering and managing logistics for a successful mass market event.

<p>9. Drive and Manage Projects: apply structured approaches to planning, coordinating, and monitoring initiatives. Manage risks, timelines, and dependencies to ensure successful delivery.</p> <p>10. Shape Positive Culture: model and promote values and behaviours that foster inclusion, engagement, and high performance. Actively contributes to creating a respectful and supportive team environment.</p> <p>11. Apply Systems Thinking Consider the wider network, connections, and impacts when analysing problems and shaping solutions</p>	
<p>Skills:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills with a proven record of building successful relationships with donors and a diverse range of other internal and external stakeholders. • Ability to connect the hearts and minds of fundraisers and donors on scale through compelling storytelling and case studies, together with evidence, research, data, and impact. • Ability to listen, engage, negotiate, and influence across a broad range of diverse stakeholders, including team leads, leadership teams, CEO and Board members. • High level of attention to detail, process driven, outcomes focused. • Motivated and a ‘can do’ attitude with a problem-solving approach to work. • Strong time management skills • Ability to influence and inspire a small team of fundraisers. 	<p>Desirable Experience:</p> <ul style="list-style-type: none"> • Experience in international development & NFP sector. • Experience using event management and CRM systems
<p>Qualifications:</p> <p>Relevant tertiary qualifications in marketing, communications, fundraising or a related field</p>	<p>The position involves:</p> <p>This position is recognised as having “Contact with Children” either direct or indirect</p> <p>This position does involve “Working with Children” either direct or indirect.</p> <p>This position does involve working with beneficiaries, donors, and other partners.</p>
<p>Travel:</p> <p>Domestic (as required)</p> <p>This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details</p>	<p>Additional Responsibility:</p> <p>Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p> <p>To work in The Foundation, you will:</p> <ul style="list-style-type: none"> • Be eligible to work in Australia and other regions where you will be based. • Undergo background check including criminal records and qualifications check. • Undergo working with children check for positions that are identified as working with children