



## Position Description

### Fundraising & Events Coordinator

<b>REPORTING TO:</b>	Head of Digital & Strategic Fundraising
<b>WORK LOCATION:</b>	Melbourne (Wurundjeri Country), Brisbane (Turrbal and Yuggera Country), Canberra (Ngunawal Country), or Sydney (Gadigal Country)
<b>GRADE:</b>	4
<b>SALARY (FTE):</b>	\$90,845 plus 12.5% superannuation
<b>STATUS:</b>	Full-time, Fixed term (12 months)
<b>HOURS:</b>	37.5 hours per week

#### WHO WE ARE

We're the Australian Conservation Foundation, Australia's national environment organisation. Since 1965, we've protected the air we breathe, the water we drink and the places we love. Driven by the power of people, we won World Heritage listing for the Great Barrier Reef and Kakadu National Park; we secured the \$10 billion national clean energy bank, and we returned precious water to the rivers of the Murray-Darling.

We influence governments and businesses to protect the animals, rivers and reefs close to our hearts and hold decision-makers to account without fear or favour. Everything we do is evidence-based and helps nature and people thrive for generations to come.

We won't give up until Australia's nature is protected and regenerated.

#### THE FUNDRAISING DIRECTORATE

The Fundraising & Events Coordinator sits within the Strategic Fundraising Team in ACF's Fundraising Directorate, which is responsible for growing revenue through regular giving, individual giving, gifts in wills, major gifts, memberships and community fundraising. Our focus is on finding, retaining, and stewarding donors who enable ACF to deliver on our bold environmental goals.

With the planet in a climate and extinction crisis, we are in the midst of an ambitious campaign to significantly grow annual fundraising revenue over the next five years so ACF can have maximum impact during this critical decade.



**AUSTRALIAN  
CONSERVATION  
FOUNDATION**

**Nature  
needs us,  
now**

## THE ROLE

The Fundraising & Events Coordinator works closely with relationship managers to plan and deliver high-quality donor and member events, managing all aspects of event logistics from invitations and RSVPs to external supplier coordination, while managing expenses and contributing to event budgets. The role also focuses on conducting major donor prospect research, preparing acquittals for trusts and foundations and coordinating the development of donor and member impact reports and automated comms.

Their work strengthens the team's capacity to grow income and deepen engagement with ACF's most generous supporters, enabling the organisation to campaign effectively for climate action and the protection of nature.

## KEY COLLABORATIONS

The Fundraising & Events Coordinator reports directly to the Head of Strategic & Digital Fundraising and works collaboratively with a range of internal and external stakeholders including Senior Philanthropy Executives, the Donor Care and Community Fundraising Leads as well as major donors, board members, and suppliers.

## RESPONSIBILITIES

### Prospect Research & Data Management

- Support relationship managers with prospect research including using AI tools
- Maintain accurate and timely CRM updates

### Event Coordination

- Collaborate with relationship managers to plan, deliver, and manage donor events, both online and in-person.
- Contribute to and manage event expense budget

### Donor Engagement

- Collaborate with internal and external stakeholders to develop donor impact reports (2 per year), automated donor journeys and other communications
- Support the preparation of acquittals for philanthropic contributions

### General

- Observe safe working practices and protect your own and others' health and safety.
- Ensure donor practices comply with the FIA code of conduct and ACF standards.
- Undertake other duties as requested by your manager.



## KEY SELECTION CRITERIA

1. Two+ years' experience in events and project management, with strong attention to detail, organisational skills, and the ability to prioritise and problem-solve.
2. Excellent written and verbal communication, strong interpersonal skills, and a passion for donor communications and engagement.
3. Experience in fundraising, not-for-profit, and major donor engagement preferred.
4. Skilled in desktop research to identify and profile donor prospects.
5. Intermediate proficiency in Microsoft Office (including Excel) and experience using CRM databases.
6. Experience with email marketing automation systems and producing or sending supporter emails highly desirable.
7. Ability to work evenings and travel as needed.



# How we walk the talk

	We go big!	We're for fair	Everything we do is evidence-based	Team first	We shake things up but we never give up
Value	<p>We advocate for big, bold change because that is the only way to deliver the scale and speed of the change we need.</p>	<p>We welcome anyone from Australia's diverse community to join us to create fair outcomes for nature and all people.</p>	<p>We use the available evidence and our judgement to take decisive action.</p>	<p>Together everyone achieves more. That's why we bring people together to have the biggest possible impact for nature.</p>	<p>We never stray from our big goals but we try new things to achieve them because the clock is ticking on nature.</p>
Your role	<ul style="list-style-type: none"> <li>• Ask the question, how does this align with our strategy?</li> <li>• Be bold - think outside the box.</li> <li>• Take leave so you can stay energised!</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind, treat others with respect.</li> <li>• Find and listen to perspectives that are different to your own.</li> <li>• Create inclusive spaces.</li> <li>• If you see something that is unfair, speak up.</li> </ul>	<ul style="list-style-type: none"> <li>• Use evidence to inform your work.</li> <li>• Seek out and respect the expertise of others.</li> <li>• Recognise when you have enough information to make the decision and back your judgement.</li> </ul>	<ul style="list-style-type: none"> <li>• Don't be afraid to ask for help.</li> <li>• Have fun and make space for others to do the same.</li> <li>• Take responsibility for ACF's success.</li> </ul>	<ul style="list-style-type: none"> <li>• Share wins, losses and learnings.</li> <li>• When you have an idea, speak up!</li> <li>• Celebrate progress.</li> </ul>
Your manager's role	<ul style="list-style-type: none"> <li>• Work with you to establish measures for your work.</li> <li>• Encourage you to be ambitious.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide fair and equal opportunities based on your needs and the needs of ACF.</li> <li>• Support you to resolve issues, in line with ACF's policies.</li> <li>• Hold you accountable to ACF values.</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge you to back your decisions with evidence.</li> <li>• Work with you to evaluate and refine your approach for next time.</li> </ul>	<ul style="list-style-type: none"> <li>• Value the unique expertise of different team members</li> <li>• Create time for teams to come together.</li> <li>• Empower you to do your job.</li> <li>• Foster effective collaboration across ACF.</li> </ul>	<ul style="list-style-type: none"> <li>• Support you to try new approaches to your work.</li> <li>• Work with you to identify the skills you need to build.</li> <li>• Discuss your career aspirations and provide guidance to help you get there.</li> </ul>
ACF's role	<ul style="list-style-type: none"> <li>• Be ambitious in setting organisational goals.</li> <li>• Evaluate our work and measure our progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a space where everyone feels they belong.</li> <li>• Take people's ideas, worries, and needs seriously.</li> <li>• Have fair and well communicated policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and maintain evidence-based policy positions.</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritise time together to build relationships.</li> <li>• Trust our people.</li> <li>• Monitor, measure and seek to improve the staff experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a space for staff to try, fail, succeed and learn.</li> <li>• Encourage and resource innovation.</li> </ul>

