

Fundraising Coordinator (Part-Time, 3 Days/Week)

About Victoria Police Legacy (VPL)

Victoria Police Legacy (VPL) is a not-for-profit organisation that provides ongoing support and services for Victoria Police families who have suffered the loss of a loved one. We are a purpose-driven, values-led organisation committed to enhancing the lives and opportunities of Victoria Police legatees and making a real difference in their lives.

Position Overview

The Fundraising Coordinator plays a key role in securing the financial sustainability of VPL through strategic fundraising initiatives, events, corporate partnerships, donor engagement, workplace giving, and merchandise sales. Working closely with the CEO, Operations Manager and cross-functional teams, this role ensures VPL has the resources to continue supporting police families across Victoria.

This part-time role (3 days per week) offers an exciting opportunity to plan and deliver innovative fundraising campaigns, strengthen relationships with donors and corporate partners, and contribute directly to the mission of VPL.

Key Responsibilities

- Plan, manage and deliver VPL fundraising events, including Trivia Nights, appeals, campaigns, and community challenges.
- Develop and maintain an annual fundraising strategy and calendar aligned with VPL's strategic priorities.
- Coordinate all event logistics, including budgeting, ticketing, marketing support, and vendor management.
- Collaborate with the Volunteer & Community Engagement Coordinator to ensure effective volunteer participation at events.
- Evaluate event outcomes and fundraising activities to identify opportunities for improvement and growth.
- Build and maintain strong relationships with individual donors, sponsors, and community supporters, across the Government, community and corporate sectors.
- Support donor recognition and stewardship initiatives, including regular communications to enhance engagement.
- Respond to fundraising enquiries and provide guidance for online giving platforms, such as GiveNow and GoFundMe.
- Maintain accurate donor and supporter data in VPL's CRM system.
- Identify and cultivate opportunities with corporate and philanthropic partners to support VPL initiatives.
- Prepare proposals, impact reports, and other communications to engage stakeholders and demonstrate outcomes.
- Promote and manage workplace giving programs and corporate engagement initiatives.

- Oversee VPL merchandise as a revenue-generating activity, including stock, pricing, promotion, and distribution.
- Develop and implement innovative fundraising strategies and alternative revenue streams.
- Monitor fundraising performance and provide insights and recommendations to maximise growth and impact.

Collaboration & Reporting

- Work closely with the CEO, Communications Coordinator, Volunteer & Community Engagement Coordinator, and other stakeholders.
- Provide regular reporting on fundraising activities, results, and donor engagement to inform decision-making.
- Stay informed of contemporary fundraising trends, not-for-profit best practice, and compliance requirements.

Skills & Experience

- Demonstrated experience in fundraising, donor engagement, or events management.
- Strong interpersonal, negotiation and project management skills.
- Experience in the not-for-profit sector desirable.
- Knowledge of fundraising compliance, regulatory requirements and industry best practice.
- Excellent written and verbal communication skills, including proposal writing and reporting.
- Ability to manage multiple projects and priorities while meeting deadlines.
- Experience with CRM systems, online donation platforms and fundraising software.

Personal Attributes

- Commitment to VPL's mission, vision and values.
- Professional, approachable and collaborative manner.
- Strong organisational skills and attention to detail.
- Results-driven, creative and proactive in identifying fundraising opportunities.

Why Join Us

- Work in a values-led, mission-driven organisation making a tangible difference in the community.
- Flexible, supportive and collaborative part-time role.
- Opportunity to shape and lead fundraising strategies with visible impact on VPL's beneficiaries.

Remuneration: Remuneration will be commensurate with skills and experience.

How to Apply:

Please submit a cover letter and resume outlining your suitability for the role to debra.robertson@policelegacyvic.org.au. Applications close 13 February 2026.