

Program Co-ordinator, Macdoch Foundation

Job Title

Program Co-ordinator

Reports to

Program Manager

Location

Sydney, NSW (hybrid working arrangements available)

About Macdoch Foundation

The [Macdoch Foundation](#) is the Australian philanthropic foundation of the MacLeod family. The purpose of the Foundation is to build a healthy, sustainable agrifood system that nourishes people and the planet. Our work focuses on three areas: nature positive agrifood systems, climate transitions, and healthy communities. The Foundation is based in Sydney and funds and runs programs in Australia, the US and UK.

Position Summary

The Program Co-ordinator helps keep the Macdoch Foundation's partnerships and programs running smoothly. You'll also bring stories to life across digital channels, from website content to social posts to amplify partner impact. Separately, you'll support the seamless delivery of online and in-person events. Highly organised, curious and purpose-driven, you'll play a key role in a dedicated and energetic team.

Key Responsibilities

1. Program & Grantmaking Support (60%)

- **Partner due diligence:** conduct due diligence on prospective grant partners and grant applications
- **Board pack preparation:** Support the Program Manager with the development of high-quality Board packs, including compiling inputs for assessment of larger grant applications, progress and final reports; and drafting assessments of progress and final reports for smaller grants
- **Portfolio management:** Monitor grant progress for smaller grants within the portfolio
- **Partner engagement:** Attend partner and site meetings as required; take detailed notes and maintain records of actions from meetings; direct queries to the right team members
- **Project and Program support:** Support the Program Manager with the delivery of other Foundation-led projects and programs, including conducting research on organisations and our program areas as required

- **Portfolio analysis:** Support the collation and synthesis of data to provide portfolio insights and support decision-making
- **Measurement, evaluation and learning:** Support the Program Manager with data collection and reporting for the Foundation's measurement, evaluation, and learning processes
- **Grants administration:** Utilise our grant-making system, Blackbaud, to support the team with accessing data, dashboard, applications and reports

2. Communications & Events (30%)

- **Content planning:** Develop and execute a content for the Foundation website, newsletters and other digital channels
- **Content development:** Develop and/or source content from partners for the Foundation website, impact report, newsletters, press releases and other digital channels
- **Website management:** Create, update, and manage content for the Foundation's website, including drafting grant case studies, and working with our external communications team to develop Partner Spotlights and other content as required
- **Newsletters:** Create and manage content and mailing lists for newsletters and reports; coordinate basic design/layout and digital assets
- **Social media:** Prepare posts and digital assets for social media channels, including monitoring and sharing partner content as appropriate
- **Content library:** Maintain SharePoint folders and image library for partner content, logos and images
- **Online events:** Manage, plan and develop content for online events (eg webinars), including preparing distribution lists, managing communications and hosting requirements with support from the Grants and Admin Manager
- **In person events:** Support the management and delivery of in-person events, including compiling invitation lists, liaising with venues and suppliers, and supporting event delivery and content capture
- **Networking and engagement:** Represent the Foundation at functions and events; Engage with issues relevant to the Foundation's priorities and to the field of philanthropy, including engaging with relevant philanthropic networks and funder affinity groups.

3. General admin and team support (10%)

- **General administration:** Assist the Program Manager with general administrative tasks
- **Travel co-ordination:** Support the Program Manager with planning and booking travel for partner site visits, workshops and events

Skills & Experience

- Tertiary qualifications in a relevant field
- At least 3 years' experience in program co-ordination or administration within the non-profit or philanthropic sector.
- Exceptional organisational skills with strong attention to detail and processes
- Excellent written, verbal and interpersonal communication skills
- Ability to work independently, manage multiple tasks, prioritise effectively and produce high quality work within agreed timelines
- Commitment to teamwork and the development of effective relationships with colleagues and external stakeholders
- High level of proficiency in Microsoft 365 and digital platforms including CRM systems, website CMS, social media, video conferencing and email marketing software
- Solid design skills (Canva or Adobe Creative Cloud) for creating simple digital assets
- Experience in event coordination and digital content management strongly desired

What we offer

- Two-year contract (full-time or part-time 0.9 FTE) with hybrid working arrangements (3 days in office), based in Sydney, with possibility of extension
- A competitive salary
- Join a small and dynamic team committed to making a difference
- Modern offices in central Sydney CBD location close to transport links

How to apply

Please provide your resume and a maximum one-page cover letter summarising what you will bring to role, addressing the selection criteria and your interest in joining the Macdoch Foundation team.

Note: Only applicants who are eligible to work in Australia will be considered.

Key dates

- Applications open from **Wednesday 28 January to Wednesday 18 February, 2026**
- Interviews will be held in person in our Sydney offices from **Monday 23 February, 2026**