

Position description	
Position title	Fundraising Coordinator
Position reports to	Fundraising and Engagement Manager
Position supervises	N/A
Position works in close collaboration with	Communications Lead Head of Engagement Justice Connect program teams
Employment status	Fixed term contract until 30 June 2028, with possibility of extension
Hours	Full time 1.0 FTE (part time of 0.8 FTE will be considered)
Salary	\$86,050.81 per annum (pro-rata if applicable), plus superannuation which will be paid according to statutory requirement, with annual leave loading, additional leave benefits and generous salary packaging options.
Location	Level 5, 446 Collins Street Melbourne or Level 5, 175 Liverpool Street, Sydney (hybrid working model: 40% time spent in the office across the month).

## Role purpose

### Our organisation:

At Justice Connect, our vision is a world in which legal support is within everyone's reach. We focus on practical solutions that help people understand their rights, navigate complex systems, and take action to resolve their legal problems. We also work to strengthen the broader systems that shape access to justice across Australia.

### Our team:

The Engagement team ensures the people who need Justice Connect can find us, understand what we do, and access the legal support available to them. Through strategic communications, digital outreach, fundraising, and evaluation, we translate complex work into clear, human narratives and connect insight to action.

### The role on offer:

The Fundraising Coordinator works in the Engagement team, responsible for coordinating and implementing Justice Connect's fundraising strategy, implementing fundraising campaigns that help us reach people in the community that need our services.

Working closely with the Engagement and Fundraising Manager, you will coordinate all fundraising activity for Justice Connect, spanning individual giving, grants, and digital fundraising.

Your role will include communicating directly with donors and liaising with internal and external

stakeholders to secure grant funding. You'll be responsible for accurately capturing donor activity through the CRM platform and will assist in delivery of Justice Connect's annual fundraising campaigns.

You're organised, strategic, and will thrive in a collaborative environment where you can bring your expertise in fundraising and donor stewardship to complement the subject matter experts at Justice Connect.

## Key responsibilities

### Donor & funder stewardship:

- Assist the cultivation and stewardship of relationships with current and future donors and funders, including middle, major, and regular giving donors.
- Coordinate Justice Connect's grant program, including administrative support to the internal EOI process and maintaining centralised records.
- Identify, document, and coordinate funding opportunities.
- Ensure CRM records for donations and funding agreements are updated and maintained.
- Work with Engagement team members to produce fundraising related communications including newsletters, invitations, physical collateral, and our Annual Impact Report.

### Fundraising appeals and event support:

- Provide support for annual fundraising appeals, including EOFY appeal and summer appeal.
- Provide administrative and coordination support for Justice Connect's fundraising related events (including but not limited to major donor stewardship events, public events with a fundraising / donor acquisition component, and third-party fundraising initiatives).
- Support the outreach and engagement activities in Justice Connect's Digital Consumer Outreach program including social media campaigns for donor acquisition and retention.

### Reporting and analysis

- Contribute to improving Justice Connect's fundraising infrastructure and compliance obligations, including data entry and CRM maintenance.
- Deliver monthly and quarterly reports for donor and fundraising activity, as well as other organisation-wide reporting and fundraising outcomes.

### Organisational contribution:

- Support Justice Connect's Reconciliation Action Plan, diversity, equity, and inclusion objectives, and organisational values.
- Collaborate with other Justice Connect teams and participate in cross-program initiatives that support shared impact goals.
- Demonstrate behaviours aligned with Justice Connect's values.
- Professionally and effectively promote and represent the work of Justice Connect.
- Perform other duties as directed and necessary to the proper performance of the role.

### Workplace health and safety:

- Take all reasonable care regarding the health and safety of yourself and others in the workplace and ensuring compliance with policies or procedures.



## Selection criteria

### Qualifications:

- Tertiary qualifications in fundraising, marketing, communications, or related disciplines preferred.

### Experience:

- 2+ years' experience working in fundraising coordinator or fundraising administrative role is essential.
- Fundraising experience in the legal sector or social services sector is preferred.

### Knowledge, skills, and attributes:

- Excellent **written and verbal communication skills**, with the ability to communicate with a range of stakeholders (including but not limited to donors, funding bodies, sector partner organisations, and senior Justice Connect staff)
- **Highly organised** and able to manage multiple fundraising projects and deadlines.
- Motivated to **work collaboratively** with staff, donors, and external delivery partners to achieve fundraising goals.
- Skills and experience using **CRM systems** to strategically manage donor and/or funder data (Microsoft Dynamics preferred).

