

Philanthropy Coordinator

RSPCA NSW
Sydney – hybrid
Full time/Part time

You will help build strong relationships with generous, animal-loving supporters, and keep them engaged with the amazing work RSPCA does.

For someone who excels at making people feel special through meaning and creative conversations and other communications, this role is a perfect shift into one of the most sought-after areas of fundraising.

This is your opportunity to join a mission-driven team, work with like-minded colleagues and secure significant support for animals and the people who love them.

About the role

The Philanthropy Coordinator will:

- Coordinate donor engagement plans and calendars
- Develop and maintain relationships with a select pool of donors.
- Call donors to thank them for their support, ask their reason for supporting, etc, within a week of a gift being made.
- Be donor point person for all their enquiries relating to RSPCA NSW
- Draft communications – both automated and organic - to push out a range of messages, including but not limited to, latest organisational updates and funding impact.
- Help coordinate a range of events, including but not limited to, end of year Christmas mingle, and facility tours.
- Work closely with internal colleagues to understand programs and priorities, translating impact into engaging donor communications.
- Support the creation of high-quality fundraising collateral and donor proposals
- Regularly clean data with the Customer Relationship Management system to maintain data hygiene and record accuracy.

About you

- Minimum one year experience in not-for-profit
- Minimum one year experience in fundraising, communications, marketing or equivalent (desired).
- Experience in CRM – Salesforce advantageous.
- Relationship building, personal communications
- Excellent written and verbal communication skills.
- Proven ability to provide excellent donor/customer care.
- Work in a team environment.
- Established interpersonal and stakeholder management skills.
- Attention to detail.
- Analysis, problem-solving, and creative skills.
- Excellent organisational skills, time-management and expectation management.

- Ability to work under pressure and meet deadlines.
- Self-driven and results-orientated.
- Ability to efficiently manage complex, sensitive, and confidential information.
- Commercial acumen.

About RSPCA NSW

As the leading animal welfare organisation in NSW, we strive to ensure that animals can enjoy a good quality of life. In addition to rescuing, rehabilitating, and rehoming animals in need, we aim to empower and educate communities and improve animal welfare legislation to strengthen, nurture, and protect the human and animal bond.

At RSPCA NSW, we understand the role that people play in keeping animals healthy and safe. Like our generous donors, partners, and supporters, we know that animals bring so much joy to our communities, homes, and lives, which is why we strive to ensure that every animal receives protection and respect.



Why Work For Us?

- A broad range of leave entitlements, including 12 weeks of paid parental leave
- Access to mental health and wellbeing initiatives, including confidential counselling services and education programs
- Generous discounts on products and services, including pet food, retail, and vet clinic services
- Learning and development opportunities to support your growth and success
- Staff parking and a newly renovated workplace
- Join a dedicated, supportive team at RSPCA NSW
- Variety in your work, including on-site engagement and public interaction

Apply today

Forward your CV to Philanthropy Manager - dnascimento@rspcansw.org.au