

Position Description: Fundraising and Communication Coordinator

Organisation: River Nile Learning Centre (RNLC)

Location: Level 2, 117 Capel Street, North Melbourne 3051

Reports to: General Manager

Employment Type: Casual, Part-Time (2 days per week)

Salary: \$35 per hour + superannuation

Who Are We

The River Nile Learning Centre (RNLC) is a not-for-profit organisation that provides a free and safe learning space for women from refugee, asylum seeker and migrant backgrounds to build skills, confidence and independence. Many of our students are unable to access formal education or employment programs due to age, visa status or personal circumstances. RNLC offers foundation English, numeracy and digital literacy classes alongside food relief, transport cards, wellbeing activities and social support. Our flexible, trauma-informed approach ensures we meet the individual needs of each student and their families.

Your Impact

As Fundraising and Communications Coordinator at the River Nile Learning Centre, you play a central role in ensuring RNLC has the resources and reach to continue making a real difference for refugee women and their families. You will oversee all things communications, grants and fundraising, developing strategies, driving outcomes and helping to build the evidence base and community presence that sustains our work. Your contribution directly supports the long-term viability and visibility of RNLC's programs.

The Role

The Fundraising and Communications Coordinator is a leadership role at the heart of RNLC's sustainability and visibility. Working closely with the General Manager, you will oversee RNLC's communications output, lead the grants program and drive fundraising strategy. The role also involves coordinating and supporting the wider communications and fundraising volunteer team, providing guidance and oversight as needed. This is a hands-on role that requires both strategic thinking and the ability to deliver high-quality written content and outcomes.

Key Responsibilities:

- Lead and coordinate the fundraising and communications team, providing guidance, support and oversight to ensure the team is working cohesively towards shared goals.
- Oversee the grants program, working with the team to identify funding opportunities, review and submit applications, and ensuring deadlines and reporting requirements are met.
- Develop and implement a communications strategy that grows RNLC's reach, engagement and community presence, ensuring consistency in brand, tone and messaging across all channels.
- Drive fundraising planning and strategy, identifying opportunities to grow and diversify RNLC's funding base.

- Support impact reporting by ensuring accurate and compelling data and stories are captured and communicated to funders and stakeholders.
- Maintain an overview of all fundraising and communications activities, timelines and outcomes, keeping the General Manager informed of progress and any significant developments.
- Identify and escalate any risks, gaps or challenges in fundraising or communications to the General Manager in a timely way.

Skills and Attributes:

- Experience in fundraising, grants or communications, ideally within a not-for-profit context.
- Strong written communication skills with the ability to write clearly and compellingly for diverse audiences.
- Strategic thinker with the ability to plan, prioritise and meet deadlines across multiple workstreams.
- Strong organisational skills and high attention to detail.
- Confident and collaborative leadership style, with the ability to work effectively within a small team and coordinate volunteers.
- Ability to work respectfully and effectively with people from diverse cultural backgrounds.
- Passionate about gender equality, community development and education.
- Dependability and a consistent commitment to the role.

Requirements

- Completion of a Working with Children Check (WWC).

Please apply through Ethical Jobs with a CV and cover letter. Please feel free to reach out to yi@rnlc.org.au if you have any questions.