



Raise Foundation Position Description	
Title	Fundraising Coordinator
Version	June 2026

## Position Summary

The Fundraising Coordinator plays a critical role in supporting Raise Foundation's fundraising strategy and revenue growth by creating and maintaining fundraising momentum through prospect research, outreach coordination, meeting generation, pipeline management and CRM discipline.

Working closely with the Business Development Managers, Fundraising Strategist and broader fundraising team, the role is responsible for supporting a healthy pipeline of qualified opportunities through proactive prospect research, outreach activity, meeting coordination, Salesforce administration and workflow management.

The Fundraising Coordinator plays a key part in maximising the effectiveness of the fundraising team by ensuring opportunities progress efficiently through the fundraising pipeline, meetings are generated and coordinated, fundraising data is maintained accurately, and every opportunity has a clear next step.

## Reporting Structure

The Fundraising Coordinator reports to the Chief Fundraising and Marketing Officer and works closely with the Business Development Managers, Fundraising Strategist, Partnerships Team and broader Raise staff.

## Key Responsibilities and Outcomes

### Prospect Research and Pipeline Development:

- Research and profile prospective donors, corporate partners, trusts, foundations and government funding opportunities aligned to Raise's fundraising priorities.
- Build and maintain target prospect lists and prospect intelligence within Salesforce.
- Identify funding alignment, capacity, decision-makers and potential warm introduction pathways.
- Support the ongoing development of a qualified fundraising pipeline.

### Outreach Coordination and Prospect Engagement

- Execute outreach campaigns and prospect engagement activity across agreed channels.
- Coordinate personalised outreach sequences and follow-up cadences.
- Support the re-engagement of dormant or stalled opportunities.
- Coordinate follow-up activity arising from campaigns, events, introductions and fundraising initiatives.
- Contribute to the generation of qualified fundraising conversations and opportunities.

Raise Foundation Position Description	
Title	Fundraising Coordinator
Version	June 2026

### Meeting Generation and Fundraising Coordination

- BDM utilisation, includes booking meetings and ensuring BDM calendars are optimised.
- Coordinate meetings between prospects, donors, partners and Raise representatives.
- Manage calendars, invitations, confirmations and meeting logistics.
- Prepare meeting briefs and supporting information to maximise fundraising effectiveness.
- Coordinate executive and Board involvement where appropriate to support fundraising opportunities.
- Ensure meetings result in clear actions, ownership, and next steps.

### Pipeline Management and CRM Discipline

- CRM hygiene, ensuring the status of every opportunity is current and the next steps have been assigned.
- Maintain accurate, complete and up-to-date fundraising records in Salesforce.
- Ensure opportunities have a current stage, value, owner, next action and target date.
- Monitor opportunity progression and identify stalled opportunities for follow-up.
- Support consistent movement of opportunities through the fundraising pipeline.
- Maintain fundraising dashboards, reports and pipeline visibility.

### Proposal and Workflow Coordination

- Coordinate proposal development workflows and timelines.
- Gather information and supporting materials required for proposals, grants and funding submissions.
- Monitor proposal deadlines and key milestones.
- Support internal review and approval processes.
- Coordinate post-submission follow-up activities and next steps.

### Reporting, Analysis and Continuous Improvement

- Prepare fundraising activity reports, KPI tracking and pipeline reporting.
- Monitor outreach, meeting, pipeline and conversion metrics.
- Identify opportunities to improve fundraising systems, processes and workflows.
- Contribute to the ongoing refinement of fundraising playbooks, templates and best practice resources.
- Support a culture of continuous improvement and operational excellence.

### Team Effectiveness and Operational Support

- Remove administrative barriers that impact fundraising activity and team effectiveness.
- Coordinate fundraising team operating rhythms, meetings and reviews.
- Support collaboration across fundraising, marketing, programs and operations teams.
- Escalate risks, blockers and process issues impacting fundraising performance.
- Contribute to a collaborative, high-performing and values-aligned fundraising culture.

Raise Foundation Position Description	
Title	Fundraising Coordinator
Version	June 2026

## Skills and Experience

### Essential Experience and Qualifications:

- Relevant qualifications in business, sales, fundraising, marketing, communications, administration or a related field, or equivalent experience.
- Experience in fundraising coordination, business development coordination, sales support, partnerships, account coordination or a similar role.
- Demonstrated experience managing multiple priorities and deadlines in a fast-paced environment.
- Strong stakeholder engagement and relationship management skills.
- Experience coordinating meetings, workflows and project activities.
- Strong written and verbal communication skills.

### Technical and Analytical Skills:

- Experience using CRM systems, preferably Salesforce.
- Strong administrative, organisational and project coordination skills.
- Excellent attention to detail and data accuracy.
- Strong analytical and problem-solving skills.
- Ability to prepare reports, monitor KPIs and identify trends.
- Proficiency in Microsoft Office and fundraising technology platforms.

### Additional Requirements:

- Completion of Raise selection process, including Youth Safety Checks.
- Must hold a current Working with Children (Employee) Check and National Crime Check.
- Experience as a Raise Mentor (ideal but not essential).
- Experience in the not-for-profit sector is desirable but not essential.

### Youth Safety Responsibilities:

All roles at Raise contribute to maintaining a Youth Safe, Youth Friendly environment. This includes:

- Adhering to the Youth Safety Code of Conduct
- Completing required training and screening requirements
- Maintaining appropriate professional boundaries with young people
- Reporting any concerns relating to the safety or wellbeing of young people

## Qualities and Personal Attributes

The ability to demonstrate leadership in the following essential qualities and attributes:

- Genuine passion for supporting young people and commitment to supporting young people and aligning with Raise Foundation's purpose, mission and vision.
- Highly organised and proactive, with a strong focus on execution and follow-through.
- Comfortable working with systems, processes and data while maintaining a strong people focus to establish and build relationships.



Raise Foundation Position Description	
Title	Fundraising Coordinator
Version	June 2026

- Warm and approachable and builds genuine connections with diverse stakeholders through a positive and professional approach.
- Inspired by working in a dynamic, rapidly evolving non-profit organisation with a strong vision for growth.
- Collaborative, inclusive and supportive working style.
- Values open, honest, and clear communication to build trust and engagement.
- Acts with integrity, demonstrating a high level of professionalism, discretion, and respect for confidentiality.
- Curious, resourceful and solutions focused.
- Demonstrates initiative and ownership in identifying and resolving issues.
- Thrives in a collaborative environment and enjoys supporting others to succeed.

### Fundraising Coordinator’s Rights

Integrity and honesty

A psychologically and physically safe and inclusive working environment

Support and clear direction from the Raise CEO and Executive Management Team

Clear guidelines on expectations through well communicated policies and procedures

Confidentiality, respect and professionalism

Flexibility and balance

Valued and accepted by Raise Foundation

### Key Performance Indicators (KPIs)

The measurable outcomes for this role are as outlined in the detailed organisational KPIs and as agreed directly with your manager.

### High level organisation goals

1. Deliver mentoring and training programs that have a significant impact
2. Expand that impact to more young people, organisations and communities
3. Ensure we do it sustainably

### Raise Foundation Overview

#### Our Purpose, Mission, Vision and Impact

Raise significantly improves youth wellbeing by connecting trained and trusted mentors with every young person in Australia who needs one. Raise ensures young people thrive through adolescence, believe in themselves and others, and are equipped with tools for life.



Raise Foundation Position Description	
Title	Fundraising Coordinator
Version	June 2026

### **Raise Foundation Personality**

We are passionate about our work and the benefits we create for our mentees, mentors, team members, partners and communities. We have six values that express our shared understanding of what we believe, how we behave, and what we aspire to as an organisation:

**Be Courageous** – we are imaginative, driven, progressive, confident

**Show Heart** – we are kind, passionate, sincere, empathetic

**Give Respect** – we believe in acceptance, equity, inclusivity

**Apply Integrity** – we operate with authenticity, accountability, transparency

**Bring Vitality** – we are positive, fun, energetic, inspiring

**Deliver Excellence** – we are evidence-based, responsive, consistent, experts in our industry

### **Youth Safe, Youth Friendly Organisation**

Raise Foundation is committed to being a Youth Safe, Youth Friendly organisation and will, for all young people who come into contact with our programs, provide welcoming, safe and nurturing services for young people, work to prevent child abuse and neglect within our services, appropriately and immediately address child abuse and neglect if it occurs, and place the interests of any young person suffering from harm, or at risk of harm, above the interests of any other individual or the organisation.

*This position description provides an overview of the key responsibilities and expectations of the role. It is not an exhaustive list of duties, and the incumbent may be required to undertake additional tasks as needed. The description may be updated periodically to reflect evolving business needs. It does not form part of the employment contract. As the incumbent gains experience, they will be encouraged to take initiative, propose improvements, and contribute to the ongoing effectiveness of the role.*