

Fundraising & Support Lead (National)

Australia (Sydney or Melbourne preferred) | Hybrid | Full-time / Part-time

About JDC

JDC is the world's leading global Jewish humanitarian organization, working in over 70 countries to build vibrant Jewish communities and support those in need. Our work spans crisis response, education, community development, and long-term resilience.

About the Role

We are seeking a highly organized and proactive Fundraising & Support Lead (National) to strengthen our fundraising effectiveness across Australia. This is a hands-on, high-impact role at the intersection of donor engagement, fundraising support, and data-driven coordination.

Key Responsibilities

Fundraising Support & Coordination

- Support the National and State Directors in preparing for donor engagement
- Track and follow up on actions from donor meetings
- Assist in identifying and progressing donor opportunities
- Maintain a proactive donor pipeline
- Liaise with global colleagues to support donor strategy alignment

Donor Data & CRM Management

- Maintain and manage the donor database (e.g., Raisers Edge)
- Ensure data accuracy and completeness
- Track donor engagement and commitments
- Coordinate with global systems

Reporting & Insights

- Analyse donor data to identify trends
- Generate reports and insights
- Support segmentation and engagement strategies

Operational & Financial Coordination

- Coordinate scheduling and travel
- Support donation processing and budget tracking
- Liaise with accounting providers

- Support financial reporting and analysis

Projects & Continuous Improvement

- Support CRM improvements and data quality initiatives
- Contribute to process improvements
- Collaborate with global teams on systems

About You

Approximately 4–7 years of relevant experience in fundraising operations, CRM management, or similar roles.

- Experience with CRM systems such as Raisers Edge or Salesforce
- Strong organisational and coordination skills
- Ability to analyse data and generate insights
- Excellent communication and stakeholder engagement skills

Personal Attributes

- Highly organised and detail-oriented
- Strong sense of ownership and accountability
- Solutions-oriented mindset
- High discretion and professionalism

Why Join Us

Be part of a globally respected humanitarian organization. Work in a collaborative, mission-driven environment and play a key role in strengthening fundraising impact across Australia.