

Position Description
Fundraising Coordinator
2 Sep 2026



Reporting to: Operations Director

Work location: Work from home with shared office space facilities in Melbourne (Wurundjeri Country), Canberra (Ngunnawal Country), Sydney (Gadigal Country)

Type: Contract, 12 months with intention to renew based on funding

Grade: 5

FTE: 0.8 or 1.0

Salary: 103,489 + Super

About us

Australian Democracy Network is a young, dynamic campaign organisation dedicated to creating a healthy Australian Democracy that puts people and the planet first. We bring people and organisations together to campaign for the changes that make our democracy more fair, open, transparent and accountable.

We believe that a healthy democracy is the key to better outcomes on all the most important challenges we face, from public health to the climate crisis. We need the collective power of broad, diverse civil society alliances working together to win structural reforms that change the whole system.

The Role

We're looking for someone from the campaigns world who's ready for a switch, or who has a genuine interest in moving into fundraising or philanthropy. This role combines the practical side of fundraising, with the advocacy, campaigns and communications skills that bring it to life. You can expect to be running the operational functions including grant admin and paperwork, pipeline tracking, reporting and acquittals, event logistics, as well as grant, acquittal and proposal writing, supporter emails and comms, and working with the Engagement team on digital fundraising. To be successful in the role you'll stay across our various campaigns, understand our tactics and strategy, and be able to communicate in plain language the impact we have, and the imperative that drives our work.

You don't need a fundraising background to apply. What matters more is that you're organised, a strong writer, comfortable owning a broad and varied workload, and excited to build fundraising and philanthropy skills on the job. Your campaigns experience, understanding supporters, telling a compelling story, working across a team, is directly transferable here.

This role owns the day-to-day running of ADN's fundraising and philanthropy function, working closely with the Operations Director and CEO and regularly with the Engagement and Communications team. It's a unique opportunity to help us build our small but mighty democracy organisation to reach our full potential, working directly with our campaigners and senior team.

Key Responsibilities

CRM Build and Data Management

Building out the CRM is at the core of this role, the foundation everything else depends on. We currently have an ad hoc system with some written rules in place; our new hire will formalise it and build it into something robust and sustainable. Tasks will include:

- Review, formalise and build on our existing CRM setup and written rules, turning ad hoc practice into clear, documented, consistent processes
- Design, build and maintain the CRM's donor, funder and grant data structures, records and workflows
- Establish clean, consistent processes for how donor, funder and grant data is entered, tracked and maintained
- Maintain accurate, up-to-date donor, funder and grant records in the CRM on an ongoing basis
- Troubleshoot data and systems issues, and continuously improve how the CRM supports fundraising and philanthropy work

Grant and Philanthropy Administration

- Manage grant admin and paperwork, including applications, records and correspondence with funders
- Maintain the grants and philanthropy pipeline and calendar, tracking submission opportunities, deadlines and status
- Track and manage acquittal, reporting and compliance deadlines and requirements
- Maintain accurate donor, funder and grant records in the CRM

Writing and Submission

- Write compelling, well-researched grant applications, letters of intent and funding proposals, including project proposals written at the invitation of funders
- Tailor applications and proposals to funder priorities and guidelines while accurately representing ADN's programs and impact
- Write donor and funder reports, translating program and campaign outcomes into clear, evidence-based updates
- Coordinate input from program and campaign staff to ensure applications, proposals and reports are accurate and well-evidenced
- Own the annual report process end-to-end, from coordinating contributions to final publication
- Draft and help pitch funding and partnership ideas to prospective funders and partner organisations, in collaboration with the CEO

Donor and Funder Stewardship

- Support ongoing stewardship of donors and funders, including acknowledgements, thank-yous and regular touchpoints
- Help plan and deliver stewardship communications and activities that keep donors and funders engaged between asks
- Track stewardship activity and touchpoints in the CRM to ensure no donor or funder relationship goes unattended
- Support CEO in donor meetings and communications

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Supporter Communications and Digital Fundraising

- Write supporter-facing emails, comms and other donor-facing documents related to fundraising, such as appeals and campaign communications
- Work closely with the Engagement and Communications team on digital fundraising activity, bringing consistent messaging and tone across written fundraising materials

Events and Reporting

- Arrange and coordinate fundraising and donor engagement events, including logistics and supporter/funder communications
- Produce regular and ad hoc reporting on fundraising and philanthropy performance, income and pipeline status

Key Selection Criteria

Essential

- Experience in campaigns, communications, advocacy or a related field.
- Excellent written communication skills, able to write for a range of audiences from funders to supporters
- Strong organisational skills, comfortable managing a varied workload including admin, tracking and deadlines
- Ability to work autonomously, manage competing priorities, and deliver high-quality work with minimal oversight
- Proficiency with Google Workspace and comfort learning CRM or grants-tracking tools

Desirable

- Prior experience in grant writing, philanthropy or fundraising
- Familiarity with donor/supporter CRM systems (e.g. Salesforce, NationBuilder, Raiser's Edge or similar)
- Experience coordinating events or donor engagement activities
- Relevant tertiary qualifications

Grading information

Grade 5

Ensure and advise

Employees at Grade 5 seek best practice while autonomously managing workstreams, relevant relationships and teams. They control resources for their work and proactively identify lessons from their work to contribute to the organisational strategy.

Achieving results: *Independently interprets complex information and identifies gaps and priorities; makes efforts to optimise workflow, considers implications of proposals, seeks best practice and encourages new perspectives; controls resources within own area and identifies needs, encourages different viewpoints and resolves conflict sensitively and fairly.*

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Building relationships: Helps others identify trends or policies, anticipates the needs of stakeholders and identifies long-term opportunities to add value; maintains objectivity and encourages input from diverse sources; understands complex needs and motivations of others; understands ADN decision-making process.

Planning for the future: Helps others learn from experience and develop initiatives; applies new knowledge to improve performance, provides constructive feedback; is aware of ADN's objectives and monitors trends that may impact implementation; identifies and creates opportunities to initiate new connections; understands the relationship between their work and organisational strategy and identifies implications of their analysis.

Grade 6

Initiate and influence

Employees at Grade 6 own and manage projects in line with the strategic direction of the organisation. They set challenging goals, support their team to grow and cultivate collaboration, while identifying and considering emerging opportunities for organisational impact.

Achieving results: Develops conceptual framework and integrations, analysis and experience to draw conclusions; sets challenging goals; measures risks and takes new initiatives; transforms information and tailors communication for different audiences; contributes to ADN practices and policies; encourages others to try new things and delegates effectively while fostering collaboration.

Building relationships: Acts as a seasoned adviser, advocates for and provides feedback to stakeholders as necessary; communicates complex ideas clearly and credibly, identifies and responds to underlying attitude or behaviour patterns, negotiates constructively on difficult issues and orients towards adding value; manages compliance, ethical and other issues to protect ADN's reputation and respect its obligations.

Planning for the future: Builds teams with complementary skill sets, identifies and plans learning, encourages others to take on new responsibilities, gives constructive feedback; promotes shared understanding of ADN's needs and strategy, develops and implements projects and processes aligned with strategic direction, expands own network to meet strategic goals, maintains broad strategic focus while identifying and focusing on crucial details.

Grade 7

Strategise, inspire and mobilise

Employees at Grade 7 are organisational leaders and experts, who set strategic direction, define success and manage teams to deliver. They represent the organisation and are responsive to complex and evolving external environments.

Achieving results: Provides valuable advice and solutions on how to utilise information; assesses team performance; takes calculated risks; manages development of strategic direction; is intellectually agile; sets and refines priorities in response to internal and external scenarios; delegates authority and promotes team morale and productivity.

Building relationships: Uses reputation and expertise to build stakeholder relationships, determines strategic direction of stakeholder relationships; manages strategic communication for ADN in highly

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exposed moments, anticipates and builds momentum; explores creative solutions to overcome antagonism, maintains ability to zoom out and stay focused on objectives; takes ownership of compliance and ethical issues to protect ADN's reputation and respect its obligations.

Planning for the future: *Promotes sharing of expertise and learning opportunities across organisation, sets example by pursuing own learning opportunities, delegates and empowers others to take new responsibilities, can communicate ADN's needs and strategic direction using a variety of means, aligns people, processes and structures with ADN's strategic direction, manages key relationships with organisations and government, understands the position of ADN in broader Australian context.*

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