

Raise Foundation Position Description	
Title	Fundraising Coordinator
Version	September 2026

Position Summary

The Fundraising Coordinator plays a critical role in supporting Raise Foundation's fundraising performance by coordinating prospect research, donor and campaign activity, meeting and proposal support, events and CRM administration.

Working closely with the Growth Impact Managers, Fundraising Strategist and broader fundraising team, the role helps maintain an effective fundraising pipeline, accurate records and timely follow-up, enabling the team to build meaningful partnerships and secure sustainable funding to support Raise's mission.

Reporting Structure

The Fundraising Coordinator reports to the Fundraising Strategist and works closely with the Growth Impact Managers, Partnership Managers, and broader Raise staff.

Key Responsibilities and Outcomes

Prospect Research and Pipeline Development

- Undertake initial prospect research and prepare profiles on prospective donors, corporate partners, trusts, foundations and government funding opportunities aligned to Raise's fundraising priorities.
- Prepare prospect lists and identify potential warm introduction pathways.
- Support the maintenance and progression of the fundraising pipeline.

Donor and Partner Engagement

- Respond to general enquiries in a timely and professional manner.
- Support the delivery of campaigns and communications across agreed channels.
- Coordinate acquisition, retention and stewardship initiatives.
- Assist with the planning and delivery of fundraising events, including venue hire, invitations, registrations, guest lists, dietary requirements, event communications and post event follow-up.

Fundraising Administration and Support

- Coordinate meetings between prospects, donors, partners and Raise representatives.
- Support diary and calendar management, invitations, confirmations and meeting logistics.
- Maintain accurate and up-to-date fundraising records in Salesforce including supporter and prospect interactions, pipeline stage, next actions and key dates.
- Prepare meeting briefs and supporting information.
- Coordinate executive and Board involvement where appropriate to support fundraising opportunities.
- Ensure meetings result in clear actions, ownership, and next steps.

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Proposal and Workflow Coordination

- Coordinate proposal development workflows and timelines.
- Support the preparation of proposals, grants and funding submissions, including coordinating inputs, gathering supporting information and formatting documentation.
- Monitor grant and 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

- Support regular KPI tracking and pipeline reporting.
- Manage the fundraising SharePoint document library.
- Identify and contribute to improvements in fundraising systems, processes, workflows, templates and resources.

Team Effectiveness and Operational Support

- Identify and help resolve administrative barriers that impact fundraising activity and team effectiveness.
- Coordinate fundraising team operating rhythms, meetings and action tracking.
- Support collaboration across fundraising, marketing, programs and operations teams.
- Escalate risks, blockers and process issues impacting fundraising performance.

Skills and Experience

Experience and Qualifications:

- Relevant qualifications in business, sales, fundraising, marketing, communications, administration or a related field, or equivalent experience.
- Experience in fundraising, philanthropy, or partnerships (desirable).
- Demonstrated experience in coordinating projects, events or donor engagement activities.
- Demonstrated ability to manage multiple priorities and deadlines in a fast-paced environment.
- Strong stakeholder engagement and relationship management skills.
- 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.

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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 the following essential qualities and attributes:

- Genuine passion for supporting young people and commitment to 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.
- 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, with initiative and ownership in identifying and resolving issues.
- Confident and proactive in following up with stakeholders to progress actions, meet deadlines and keep work moving.
- Adaptable and comfortable reprioritising as needs and deadlines change.

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

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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 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

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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.