

Fundraising Coordinator



Role Purpose

The Fundraising Coordinator is responsible for supporting the organisation's financial sustainability by coordinating and implementing fundraising initiatives.

This role involves working closely with the CEO to enable her to focus her time on the highest-value donor relationships by managing the research, communications, and systems that underpin BZE's giving programs.

Key Responsibilities

Prospect Pipeline Management

- Maintain a single source of truth for all prospect and donor information
- Capture and enter new prospects from events, referrals, media, board inputs, and social channels
- Track pipeline stages, last contact dates, and giving history, identifying gaps and proposing improvements to pipeline systems
- Pipeline development, flagging prospects for CEO attention based on timing and opportunity
- Spot emerging opportunities and escalate them proactively

Research & Briefings

- Conduct desktop research on priority prospects (capacity, values, philanthropy history, connection pathways)
- Prepare briefs and background memos ahead of meetings
- Identify warm introduction pathways through board and network mapping

Communications & Scheduling

- Draft emails and correspondence in the CEO's voice
- Prepare communication lists — calls, emails, mail — for the CEO, board members, and staff to action
- Active participation and administrative support for fundraising programs, events and meetings
- Work closely with the Communications team to develop collateral, materials and content

Stewardship & Donor Communications

- Capture meeting notes and personal details from CEO debriefs
- Draft thank-you correspondence following gifts and pledges
- Coordinate stewardship communications — report releases, updates, invitations improving workflows over time
- Draft donor communications — from informal email updates to distributing our Quarterly and Annual Impact Reports to key partners
- Track donor preferences and personalise communication approaches

Internal Coordination

- Coordinate proposal inputs and manage timelines end-to-end, maintaining all filing and version controls
- Participate in regular pipeline review meetings with the CEO, ensuring Finance is across details
- Full oversight of acquittals including tracking, drafting and coordinating
- Manage volunteers supporting fundraising tasks and coordinate with the Volunteer Manager on the volunteer-donor pipeline
- Optimise CRM structure and reporting dashboards

Key Selection Criteria

About you

We're hiring for mindset and capacity, not a resume. We're not looking for a polished fundraiser — we're looking for someone with the curiosity to research, the discipline to manage detail, and genuine alignment with the BZE Values. This includes:

- Highly conscientious — takes pride in getting the small things right, every time
- Takes ownership of outcomes — if it's not in the database, it didn't happen
- Service-oriented — finds genuine satisfaction in enabling others to succeed
- Curious and coachable — treats feedback as fuel, not criticism
- Discreet — handles confidential information with care and judgment
- Internally motivated — energised by the mission and the work itself, not by external recognition or donor-facing visibility

Skills and experience:

- Strong written communication — able to draft clearly and adapt to another person's voice
- Confident communicator — who is eager to learn and unafraid to do so on the job
- Competent researcher — can find, synthesise, and present information quickly
- Systematic thinker — naturally creates order, tracks details, follows process, strong attention to detail
- Comfortable managing up — can keep a busy executive on track without explicit authority
- Proactive - with the ability to take initiative, work autonomously and efficiently manage competing priorities to meet deadlines in a dynamic environment
- Data - Familiarity with a range of CRM or database systems

- Prior experience - administrative support, executive assistance or similar fundraising role in the not for profit sector

Personal Attributes:

- Commitment to Beyond Zero Emissions' vision and purpose together with an understanding of, or interest in, climate action and Australia's transition towards zero-emissions
- Enthusiasm for BZE's approach — ambitious research, influential engagement, compelling communications
- A team player with a can-do attitude who is always willing to pitch in, with an ability to represent Beyond Zero Emissions positively when working with a wide range of people

Our values

Courage and conviction

We are bold and innovative and have the courage to propose the climate actions needed to address the serious crisis humanity faces.

Independence

Our research is factual, independent and free from political and corporate influence.

Honesty and openness

We are accountable and open in our communication.

Respect

We respect and value a diversity of opinion and viewpoints.

Collaboration

We work with many people and organisations throughout the community towards our common goal.

Sustaining our people

We are resilient and passionate and recognise the importance of people's well being. We celebrate our successes, and continue to learn together.

Our benefits

- An exciting and supportive work environment to help bring out your best. You'll be joining a focused and friendly team who celebrate each other's achievements.
- Thorough onboarding and ongoing training, offering rich learning opportunities across fundraising in the climate sector
- Genuine flexible work arrangements to help balance your work and life.
- Enjoy five weeks of paid annual leave, including extended office closure over the end of year public holiday cluster.
- Three days of paid Professional Development Leave each year, and two days of paid Volunteer Leave per year, including support to find an opportunity that suits your interests and builds your understanding of volunteering.
- Free and confidential Employee Assistance Program to support wellbeing.

To apply

Applications should be submitted via the [BZE website](#) and Include:

1. Your current CV
2. A cover letter addressing:
 - Why climate action matters to you
 - Why you want to work at BZE
 - Why now is the right time for you
 - Why this role appeals to you

Beyond Zero Emissions is committed to creating a diverse and inclusive workplace and encourage applicants from all backgrounds, including Indigenous and Torres Strait Islander people, LGBTQIA+ individuals, people from diverse cultural and linguistic backgrounds, and people living with disability.