

Philanthropy Coordinator



Role Purpose

The Philanthropy Coordinator is the engine room of BZE's fundraising operation. This role owns the systems, research, and communications that allow the CEO to focus their time where it matters most - building and deepening relationships with major donors.

You will maintain a single source of truth for all prospect and donor data, prepare briefings and correspondence, coordinate stewardship workflows, and project manage grants and acquittals. Success in this role looks like a CEO who is always well-prepared, a pipeline that is always current, and donors who feel genuinely valued.

This is a full time position based in Melbourne (other Australian East Coast locations will be considered).

Key Responsibilities

Prospect Pipeline Management

- Ownership of major donor prospect list (including High Net Worth Individuals) ensuring completeness, accuracy and currency
- Set agendas and actively chair fortnightly Fundraising meetings where the key standing agenda item is the donor prospect list
- Maintain HubSpot as the single CRM source of truth for all prospect and donor detailed information and communications
- Capture and enter new prospects from events, referrals, media, board inputs, and social channels

Stewardship & Donor Communications

- Maintain and update giving platforms (Raisely, GiveNow, Good2Give, and others) and ensure information flows correctly to the bank account, Xero and HubSpot
- Manage the donations@bze.org.au inbox (acknowledge, record, and follow up all inbound giving)
- Draft thank-yous and arrange receipts for all donations
- Maintain a central action list for donor communications (calls, emails, mail) for the CEO, board, and staff to action
- Provide active support for all fundraising campaigns and other fundraising events

Research & Reporting

- Track and prompt progress against the Fundraising strategy and annual fundraising calendar that are set by the CEO
- Report on donations received through the various platforms including direct and provide insights
- Conduct desktop research on priority prospects (giving capacity, values alignment, philanthropy history, connection pathways)
- Prepare background briefs ahead of meetings
- Proactively research potential new major donors and HNWI beyond the existing pipeline

Grant Applications & Acquittals

- Ownership and maintenance of the EOI/proposals tracker (including due dates, requirements)
 - Identify grant opportunities through wide-ranging research
 - Make recommendations for which opportunities we should pursue,
 - Coordinate input from BZE staff with adequate advance notice
 - Compile the final proposal, obtain CEO sign-off, and submit by the due date
- Ownership and maintenance of the acquittals tracker (including due dates, requirements, and responsible staff), also included as a standing agenda item at the fortnightly Fundraising meetings
 - Coordinate input from BZE staff with adequate advance notice
 - Compile the final proposal, obtain CEO sign-off, and submit by the due date
- Maintain all filing and version controls for proposals, acquittals, and grant documentation

Key Selection Criteria

Experience:

- 2-plus years' experience in an administrative, executive support, fundraising or coordinator role, ideally within the not-for-profit sector
- Background in or alongside philanthropy, donor relations, grants management or fundraising operations
- Diploma or higher qualification in business administration, communications or a related field, or equivalent experience

Skills and technical expertise:

- Demonstrated experience managing CRM or database systems with a high degree of accuracy — including capturing, maintaining and reporting on prospect and donor data (HubSpot experience an advantage)
- Demonstrated ability to draft professional correspondence including donor thank-yous and executive briefings, with the ability to adapt tone and write in another person's voice
- Proven research skills with the ability to find, synthesise and present information on individuals, foundations and grant opportunities quickly and in a useful format
- Strong organisational skills with the ability to build and maintain trackers, workflows and filing systems that others can rely on
- Proactive, solutions-focused approach — able to anticipate what is needed, manage up effectively

and keep a busy executive on track without explicit direction

- Strong prioritisation skills with the ability to manage multiple concurrent workstreams, meet competing deadlines and escalate issues early when needed
- Ability to manage sensitive donor and financial information with sound judgment and a high degree of confidentiality
- Self-motivated and energised by impact, with the ability to work autonomously as well as contribute as an effective team member
- Highly conscientious with strong attention to detail and a track record of following tasks through to completion

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 demonstrating your interest in the role and BZE

Applications close Sunday 12 July 2026.

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.