



Job Description		
<b>Job Title</b> Fundraising Coordinator - Sponsorship & Grants	<b>Position Reports To</b> Grants Officer	
<b>Incumbent</b>	<b>Location</b> Moorebank	
<b>Job Status</b> Part Time	<b>Hours</b> 22.5 hours	<b>Reviewed</b> August 2025
Primary purpose of the job		
<p>The Fundraising Coordinator - Sponsorship &amp; Grants supports the Grants Officer with securing funding for key initiatives to ensure services sustainability and to support continued organisational growth. This is a supporter facing role working to increase income from key groups within the community.</p> <p>This role will develop sponsorship proposals and lead sponsor relationships to support the execution of several activities from events to campaigns and initiatives for the national support program, write grant applications for councils and local community groups and manage key, high level donor programs such as soliciting donations around World Prematurity Day, Workplace Giving and Bequests (Gifts in Wills).</p> <p>The role collaborates closely across the organisation and with external stakeholders including local or national businesses and councils, with a focus on acquiring, retaining and building on existing successful relationships and growing financial and in-kind support for the Foundation.</p> <p>Helping to deliver the organisation's purpose to <i>'improve, support and enhance all lives impacted by a premature or sick birth'</i> this role will inspire the general community, increase engagement, tell the Foundation's story and communicate its vision to increase support for more families for years to come.</p>		
Key Performance Areas		
Organisation	Vision	'Improve, support and enhance all lives impacted by a premature or sick birth.'
Organisation	Values	Empathy, Respect, Commitment, Community
Role KPI's	KPI's	<ul style="list-style-type: none"> <li>Establish and nurture relationships with sponsors and major funders for events, special projects and initiatives.</li> <li>Increase income through sponsorship opportunities, events and council or community grants, meeting all deadlines for Grant rounds.</li> <li>Manage the Government World Prematurity Day Outreach to successfully secure funding.</li> <li>Establish a clear strategy and foundation for the Bequests program and identify opportunities for future growth in this area along with growth in Workplace Giving.</li> </ul>

## Experience/ skills/ knowledge and qualifications

### Essential

Communication & Interpersonal Skills	<ul style="list-style-type: none"><li>• Excellent oral and written communication, with the ability to adapt to diverse audiences.</li><li>• Strong relationship-building skills with families, volunteers, hospital staff, and external stakeholders.</li><li>• Confidence in liaising with senior leaders and collaborating across varied teams.</li></ul>
Stakeholder Engagement & Teamwork	<ul style="list-style-type: none"><li>• Demonstrated ability to work collaboratively with managers, employees, and volunteers.</li><li>• Skilled in developing and maintaining positive stakeholder partnerships.</li><li>• Ability to remain calm under pressure while maintaining a positive, professional attitude.</li></ul>
Organisation & Time Management	<ul style="list-style-type: none"><li>• Strong organisational skills with the ability to manage multiple priorities and meet tight deadlines.</li><li>• Flexibility to support departments during peak periods and work outside standard hours when required for events.</li><li>• High attention to detail and commitment to accuracy.</li></ul>
Creativity & Initiative	<ul style="list-style-type: none"><li>• Creative thinker with the ability to develop and implement fundraising strategies.</li><li>• Demonstrated initiative, problem-solving, and independent decision-making.</li><li>• Capacity to show drive, ownership, and professionalism.</li></ul>
Technical Skills	<ul style="list-style-type: none"><li>• Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).</li><li>• Ability to follow organisational policies and procedures with consistency.</li></ul>
Adaptability & Resilience	<ul style="list-style-type: none"><li>• Ability to adapt to changing priorities and support cross-departmental needs.</li><li>• Resilient under pressure while maintaining strong interpersonal relationships.</li></ul>

### Desirable

	<ul style="list-style-type: none"><li>• Minimum 2 years' experience in events, sponsorship, marketing, and/or fundraising.</li><li>• Proven ability to develop and confidently present compelling proposals.</li><li>• Strong presentation and communication skills, with experience engaging diverse audiences.</li><li>• Experience with graphic design tools (e.g. Canva) to create marketing collateral and digital content for social media, eDMs, websites, and campaigns.</li><li>• Demonstrated project coordination skills, including end-to-end event management.</li></ul>
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Key Result Area (KRA)	key accountabilities and responsibilities	
Sponsorship	<ul style="list-style-type: none"> <li>• <b>Develop and deliver proposals</b> to gain funding or in-kind support toward key initiatives related to services or campaigns</li> <li>• <b>Nurture relationships</b> with sponsors and major donors</li> <li>• <b>Ongoing, long-term sponsor and donor engagement</b></li> <li>• <b>Execution of sponsorship deliverables</b> within agreement</li> <li>• <b>Source Matching Donors for major fundraising campaigns,</b> events or initiatives</li> <li>• <b>Represent the organisation at events,</b> speak at meetings or coordinate speakers.</li> <li>• <b>Impact reporting</b></li> </ul>	
Grants	<ul style="list-style-type: none"> <li>• <b>Write Grant applications</b> for councils and local community funders to meet deadlines</li> <li>• <b>Nurture relationships</b> with funders</li> <li>• <b>Attend Grants presentations and events</b> when needed</li> <li>• <b>Reporting and acquittals</b></li> <li>• <b>Represent the organisation at events,</b> speak at meetings or coordinate speakers or program visits.</li> </ul>	
Major Donations	<ul style="list-style-type: none"> <li>• <b>Develop and deliver Government letters</b> to gain additional funding in line with World Prematurity Day</li> <li>• <b>Follow up</b> with Government offices on outcomes</li> </ul>	
Workplace Giving	<ul style="list-style-type: none"> <li>• <b>Nurture relationships with individuals and businesses</b> supporting via payroll giving</li> <li>• <b>Promote Miracle Babies within business groups</b> to have Miracle Babies listed as a supported charity through Workplace Giving and/or engage in corporate volunteering</li> <li>• <b>Impact reporting – ongoing</b></li> </ul>	
Bequests	<ul style="list-style-type: none"> <li>• <b>Review and update all materials and website</b> for Gifts in Wills donors</li> <li>• <b>Engage with Marketing and Fundraising to set a strategy</b> for communication of the program with the public</li> <li>• <b>Liaise directly</b> with individuals or solicitors in a timely manner on enquiry</li> <li>• <b>Manage the follow up process</b> engaging the CEO for eventuated bequests for appropriate recognition from the organisation to the family</li> <li>• <b>Ensure significant bequests acknowledged in Annual Report</b></li> </ul>	

Key Result Area (KRA)	key accountabilities and responsibilities	
General Team Office Duties	<p>The tasks below are also required from the Fundraising Coordinator, along with the wider team. These include assisting to;</p> <ul style="list-style-type: none"> <li>• Receive, answer and direct phone calls.</li> <li>• Help to Identify and maintain safe work, health and safety practices.</li> <li>• Provide a professional, friendly and welcoming office culture and environment.</li> <li>• Provide administration support to departments in peak periods.</li> <li>• Update, maintain and deliver supporter recognition, as directed by the departments.</li> <li>• General office and reception duties, post, banking as needed.</li> <li>• Ensuring staff and volunteer areas are clean, tidy and minimal to no H&amp;S risk.</li> <li>• Identify, report and rectify H&amp;S issues.</li> <li>• Ensure emergency procedures current and followed</li> <li>• General housekeeping.</li> <li>• Assist with delivery of the Foundation's mission through services, resources and events.</li> <li>• Fulfil orders and enquiries for product and donations</li> <li>• Support and assist all events and functions of the Foundation.</li> <li>• Support and assist all departments in peak periods.</li> <li>• Annual Report input</li> </ul>	
Additional Requirements	<ul style="list-style-type: none"> <li>• Some out of hours work may be required</li> <li>• Monday - Saturday</li> <li>• Some inter-state travel may be required</li> </ul>	
Authorities:	All payments must be approved and authorized by the CEO/COO	
<p>It is expected that you will be required to work any reasonable additional hours in order to ensure that your key responsibilities are completed. Staff members may be requested participate in brainstorming, volunteers meetings, team meetings, board meetings, conferences, trade shows, team bonding days or other external activities other than those specifically presented in this description to assist in a collaborative and positive environment.</p> <p>I agree to perform the duties set out in the above position description and will carry out those duties to the performance standards required. This position description and responsibilities of this position may vary and is subject to change. An incumbent is required to comply with any reasonable work requests as directed.</p> <p>Name: _____ Signature: _____ Date: _____</p> <p>CEO: _____ Signature: _____ Date: _____</p>		