

POSITION DESCRIPTION

TITLE:	Community Philanthropy Coordinator
LOCATION:	This is a remote, work from home role. Occasional travel may be required for work related purposes.
FTE:	Part Time Employment (0.8 FTE) - 24 Month Fixed Term Contract
REPORTING TO:	Social Infrastructure Manager
DIRECT REPORTS:	None
FRRR Level:	Coordinator
SCHADS Award Grading	SCHADS Level 4, Pay Point 1

ABOUT FRRR

FRRR ([Foundation for Rural & Regional Renewal](#)) supports remote, rural and regional communities across Australia to be vibrant, resilient and sustainable. We work alongside communities to catalyse locally led solutions, especially in areas facing systemic challenges.

We are strategically focussed on supporting impact across five cross-cutting themes:

- Next generation transition
- Outback and very remote communities
- Climate solutions
- Disaster Resilience
- First Nations self-determination

Our core values centre around collaboration and constant improvement. We have created a dynamic, flexible and supportive work environment. FRRR is an Equal Opportunity employer.

THE ROLE

The Community Philanthropy Coordinator supports the delivery of FRRR's community philanthropy, philanthropic services and related partnership support work. The role supports activities that strengthen community philanthropy, community foundations and related social infrastructure initiatives. It coordinates day-to-day systems, partner support, relationship administration and delivery activity that enable FRRR to strengthen community foundations, fundraising accounts and other place-based philanthropy and social infrastructure initiatives in remote, rural and regional Australia.

Reporting to the Social Infrastructure Manager, the role works collaboratively across teams to coordinate partner servicing, maintain strong administrative systems and contribute to the effective delivery of philanthropic services and community philanthropy activity. This includes supporting the day-to-day delivery of community foundation and fundraising account services, coordinating donor and partner reporting, tracking opportunities and actions, and assisting with the implementation of projects, events, learning activities and engagement opportunities.

The Community Philanthropy Coordinator supports connections between internal teams and external stakeholders, helping to bring together information, relationships and practical support to strengthen partner experience, network participation and delivery of FRRR's community philanthropy work. The role supports FRRR's work as a trusted intermediary and delivery partner, and participates in relevant networks and sector activity as required.

KEY RESPONSIBILITIES

Partner and Philanthropic Services Coordination

- Coordinate day-to-day support for emerging and established community foundations, fundraising accounts and other philanthropic service partners, ensuring timely, accurate and responsive service.
- Maintain partner records, workflows, reporting schedules, agreements, correspondence and related systems that support high-quality service delivery and relationship management.
- Coordinate routine donor, partner and account communications, including onboarding, updates, reporting inputs and follow-up actions.
- Work closely with Finance, Grants, Communications, Partnerships and other internal teams to support smooth administration and delivery of philanthropic services and social infrastructure activity.

Business Development and Opportunity Support

- Support partnership development activity by researching prospects, tracking opportunities, coordinating proposal inputs and maintaining pipelines, contact records and action lists.
- Assist in preparing briefing materials, presentations, proposals, reports and other materials that support internal approvals, donor, partner and stakeholder engagement.
- Help coordinate events, meetings, campaigns and engagement activities that strengthen relationships, support stewardship and contribute to growth in philanthropic partnerships.
- Provide administrative and coordination support for strategic partnership activity, including scheduling, documentation, follow-up and tracking agreed actions.

Community Philanthropy Network and Program Support

- Support the coordination and delivery of community philanthropy initiatives, learning activities, peer connections and network engagement opportunities.
- Assist with the practical delivery of work that strengthens community foundations and place-based philanthropy, including capability building, communications, resource coordination and follow-up support.
- Support the coordination of partnership and network activities with sector bodies and ecosystem partners, helping to maintain communication, follow-up and shared understanding.
- Participate in routine stakeholder interactions and provide coordination support in external meetings, forums and relationship activity, as required.

Systems, Coordination and Continuous Improvement

- Maintain accurate and effective systems, templates and administrative processes that support coordination across philanthropic services and business development work.
- Track delivery milestones, deadlines, reporting requirements and key actions to ensure commitments are met and information is easy to access across the team.
- Identify and support the implementation of practical improvements to systems, workflows and service delivery approaches that enhance efficiency, consistency and partner experience. Contribute to internal reporting, data management and shared learning by collating information, preparing summaries and supporting continuous improvement