



Position Description: Philanthropy Coordinator

IJM IJM Australia

Who We Are

International Justice Mission (IJM) is the global leader in supporting governments to protect vulnerable people from violence. Our team of 1,200+ professionals are at work in 33 countries across Asia, Africa, Europe, Latin America and North America. Together with government, corporate, civil society, community and survivor leader partners, we are catalysing a global movement that will rescue millions, protect half a billion and make justice unstoppable.

International Justice Mission Australia, established in 2014, partners with IJM Global to deliver justice programs overseas and grow the movement of Australians seeking justice for the oppressed.

The Values

IJM is Christian, Professional and Bridge Building. Our Christian value manifests not only in our motivation but in our culture and work environment, including daily devotions, stillness and prayer.

The Job Position

IJM Australia is seeking an experienced administrator to support the Philanthropy team secure funds which are critical to fulfilling our mission of protecting half a billion children, women and men living in poverty from violence by 2030. We are in the exciting process of expanding our profile across Australia and this newly created role is critical in us achieving our mission.

In this position, the Philanthropy Coordinator will be responsible for the day-to-day administration for the Philanthropy team, prospect and donor research, assist with stakeholder coordination including organising bespoke meetings, manage the CRM database ensuring records are up to date, provide support developing, implementing, and evaluate fundraising and associated marketing strategies, work collaboratively with Marketing Communications and Impact Teams to secure internal and external resources for donor communication, and other ad hoc activities as required which support the team to achieve their fundraising goals.

Benefits include:

- **Hybrid working arrangement**
- **Strong start-up culture that offers career learning and development**

Reporting to the Director of Philanthropy, the Philanthropy Coordinator will:

- Perform day-to-day administration tasks for the Philanthropy team
- Prospect and donor research
- Assist with stakeholder coordination including organising bespoke meetings and gatherings
- Manage the CRM database ensuring records are up to date

- Provide support developing, implementing and evaluating fundraising and associated marketing strategies
- Work collaboratively with the Marketing Communications and Impact teams to secure internal and external resources for donor communication
- Other ad hoc activities required which support the team's goals

Skills, Experience and Attributes

To be successful in this position you will have:

- 2-3 years administration experience
- Excellent time management and organisational skills, with a high level of attention to detail and accuracy.
- Proven ability to continuously improve processes and systems
- Strong written, verbal, and interpersonal communication skills
- Ability to work both independently and as a team player
- Experience using Salesforce or equivalent CRM database highly valued

You will also:

- Have an authentic and deep conviction for justice.
- Be self-motivated and driven
- Exhibit a willingness to learn and absorb new information

What we offer:

- Your work makes a difference in the lives of the thousands of clients IJM is serving. You are part of a passionate global team of professionals - characterised by an atmosphere of personal involvement and determination to bring justice, transform communities and end slavery.
- Salary packaging
- Salary is determined by our remuneration policy and years of qualified experience.
- Opportunity to professionally develop your skills and attributes
- Opportunity for spiritual formation

Interested?

Please send a one-page cover letter outlining your suitability for the position including your demonstrated commitment to IJM Australia's values as detailed above, along with your current CV to recruitment@ijm.org.au.

IJM Australia is interviewing and recruiting for this position as applications are received, so we encourage you to apply as soon as possible.