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# DONOR COMMUNICATIONS COORDINATOR



## JOB DESCRIPTION

DATE APPROVED: MAY 2026

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Employer	Adara Development (Australia)
Location	Sydney, Australia
Employment status	Full time – Fixed term 12-month contract
Award	Social, Community, Home Care and Disability Services Industry Award
Award classification	Level 3
Reports to	Senior Partnerships Manager
Direct reports	None

### ABOUT THE ROLE

At the heart of Adara's strategy, the Partnerships team exists to inspire and delight existing and future supporters, so that Adara's programmatic work can deepen and scale. Adara Development's (Adara's) funding comes from a diverse portfolio including foundations, corporate partnerships, major donors, and grants.

This 12-month fixed-term role plays an important behind-the-scenes role in supporting the Partnerships function. It focuses on drafting high-quality donor communications and reports, preparing briefing materials, and coordinating donor administration and due diligence processes.

By coordinating reports and proposals, tracking grant requirements, and supporting the timely delivery of partner commitments, the role helps sustain strong, trusted relationships with supporters. It is well suited to someone who enjoys writing, translating complex information into clear and engaging content, and bringing strong organisation, attention to detail, and project management to ensure communications are delivered to a high standard so partners feel informed, valued, and confident in the impact of their support.

### KEY RESPONSIBILITIES

#### 1. Donor Reporting and Communications

- Draft high-quality donor reports in line with funding agreements, timelines, and Adara's tone of voice
- Prepare written updates, draft donor communications, and tailor content for different partners and audiences
- Develop clear and concise briefing notes to support internal leaders and partnership engagements

#### 2. Funding Cycle and Proposal Support

- Support fundraising cycles by coordinating and drafting grant proposals, reports, and grant documentation
- Conduct prospect research to identify potential new donors, funding opportunities, and lapsed partners, and prepare brief summaries to inform partnership strategy
- Track reporting and compliance requirements across the partnerships portfolio to ensure obligations are met
- Maintain accurate schedules and reminders for upcoming deliverables and deadlines

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### 3. Donor Administration and Due Diligence

- Manage donor records, agreements, and correspondence in Adara's systems
- Coordinate due diligence processes and ensure documentation is complete, current, and compliant
- Support audits, reviews, and information requests related to donor compliance and risk management

### 4. Partnerships Team Support

- Help strengthen internal systems, templates, and processes that support effective partner management
- Contribute to a collaborative, values-led Partnerships team culture during the 12 month period

## QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualification in communications, marketing, journalism, or other related field.
- 1–3 years' experience in a communications, fundraising, grants, or similar coordination/support role
- Excellent written communication skills, with experience drafting clear, high-quality content (e.g. reports, proposals, briefings, or formal communications)
- Strong organisational skills, with the ability to manage multiple deadlines and coordinate deliverables across stakeholders
- Experience working with CRM or grants management systems (or the ability to learn quickly)
- High attention to detail, particularly in editing, formatting, and ensuring accuracy of information
- Exposure to the non-profit or international development sector is desirable but not essential
- Familiarity with donor administration, reporting, or compliance processes is an advantage

## COMPETENCIES

- Writes clearly, accurately, and thoughtfully for different audiences and purposes
- Able to synthesise complex programme information into clear and engaging written outputs
- Strong organisational and coordination skills, with the ability to manage competing priorities and meet deadlines
- Builds positive and professional working relationships with internal stakeholders
- High attention to detail and commitment to producing accurate, high-quality work
- Proactive and reliable, with the ability to take ownership of tasks and follow through
- Flexible and adaptable, with a willingness to learn and respond to changing priorities
- Able to work both independently and collaboratively within a team
- Calm under pressure, with good judgement in prioritising tasks
- A commitment to social justice and international development

## LOCATION

Adara is completely focused on the wellbeing and safety of our teams around the world. We offer flexible working arrangements, with team members able to work productively and safely from home, supported by appropriate equipment and systems.

This role operates within a hybrid working environment. Where it is COVID-19 safe to do so, the successful candidate will be expected to work from our physical office at least two days per week, increasing to three days per week during the probation period.

**The Adara Group is a child safe organisation.**

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# THE ADARA GROUP

## OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

### COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

### TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

### MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

### INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

### PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

### UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different