

# CAMPAIGN CO-ORDINATOR (x 2)

- Join a high-performing & collaborative team of fundraising leaders
- Pathways for professional development and career growth
- Remote WFH with regular team training, connection & mentorship
- Two roles available; (1 x WA and 1 x VIC)



DGB are dedicated to crafting and executing transformative fundraising and advancement campaigns that breathe life into the missions of their clients. Their fundraising strategies and methodologies have been tested in the field for over 40 years and are based on world's best practice, assuring that DGB will guide clients to the right donors and unleash the full potential of their fundraising campaigns. DGB is committed to achieving excellence and delivering quality outcomes. As a team, they are dedicated to making a difference in the world. They believe that goals are best achieved through collaborative efforts, fuelled by passion and backed by exceptional performance.

As **Campaign Co-ordinator**, you will be responsible for supporting DGB Campaign Leads in delivering outstanding campaigns on behalf of their clients. You will demonstrate an unwavering commitment to the quality and timeliness of project deliverables for capital and comprehensive campaigns, major donor and bequest programs, and philanthropic strategies. You will provide vital support by efficiently managing administrative tasks such as record and data management, coordinating meetings, following up with key stakeholders, as well as overseeing the coordination of cases for support and feasibility studies.

This is an excellent opportunity to build an impactful fundraising career and deepen your experience and knowledge. You will support diverse transformational campaigns across a range of for-purpose sectors and be mentored by fundraising leaders.

## About YOU

- Strong knowledge of donor journeys and philanthropic giving.
- Minimum 2-3 years professional experience in fundraising or philanthropy.
- Well-developed interpersonal and communication skills, including the ability to engage, present and build relationships with internal and external stakeholders.
- Competent in Microsoft Suite and fundraising CRM usage along with high accuracy.
- Knowledge of Australia's NFP sector and philanthropic landscape.
- Excellent organisational project management skills, including the ability to manage and prioritise multiple tasks and deadlines.
- Strong administration, research, and analytical skills.
- Qualifications in Marketing or Fundraising advantageous.
- Member FIA, CASE or equivalent international fundraising association highly regarded.

*DGB offers a flexible working environment. The team works collaboratively across various parts of Australia and embraces technology to work together through their virtual, dynamic office. They also provide bi-monthly learning and collaboration sessions, hosted in person. These roles will ideally be based in Western Australia and Victoria, however other locations can be considered.*

**APPLY NOW** if you are a strategic, motivated and purpose driven fundraiser wanting to champion success and reach new milestones of excellence.

Gembridge is proud to partner with DGB Global. For a confidential discussion, please contact Tessa O'Neill or Jenni D'Orival on 03 8375 9661 or email [apply@gembridge.com.au](mailto:apply@gembridge.com.au)



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Finding & Connecting  
Gems & People

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