



Position Title: Special Programs Coordinator

Location: YAGOONA, NSW

Reports To: Business Operations Manager

Employment Type: Part-time (likely to go Full-Time)

Organisation: Australian TFP Inc.

Position Purpose

The Special Programs Coordinator is responsible for overseeing the management and delivery of Australian TFP's special programs, with a strong focus on donor relations, digital marketing initiatives, and the coordination of special campaigns. The role combines hands-on program administration with creative campaign development, ensuring that donor engagement, fundraising initiatives, and digital outreach are conducted effectively and in alignment with the mission of Australian TFP.

Key Responsibilities

Donor Management & Relations

- Manage monthly donor processes, including direct debit transactions.
- Maintain accurate donor records and filing systems.
- Design, document, and implement a systematic Donor Relations Program.
- Write donor correspondence, ensuring professional and personalised communication.
- Develop mid-year and full-year updates on the activities of Australia Needs Fatima and the wider apostolate.
- Develop and implement strategies for the High Dollar/Major Donors Program.
- Establish and manage the Bequest Program to strengthen long-term fundraising efforts.

Program & Campaign Coordination

- Coordinate and manage special campaigns conducted by Australian TFP.
- Fulfil special orders and coordinate the dispatch of materials.
- Assist with manual labour tasks and logistical support as required.
- Handle bank lodgements and financial transactions securely and in line with policies.
- Proofread campaign letters and prepare them for design and distribution.

Digital Marketing & Communications

- Devise digital marketing strategies and ensure effective online engagement.
- Create, edit, and schedule content for social media platforms and digital campaigns.
- Develop engaging content for donor communications and fundraising campaigns.
- Analyse campaign performance and make recommendations for improvement.

Administration & Reporting

- Perform accurate data entry for donor and financial records.
- Scan and maintain organised filing systems for monthly donor documentation.



- Prepare regular reports on donor engagement, campaign outcomes, and program achievements.
- Ensure compliance with organisational policies, procedures, and financial controls.

Team & Organisational Contribution

- Collaborate with staff, volunteers, and external partners to deliver high-quality programs.
- Contribute to a positive workplace culture aligned with the values of Australian TFP.
- Undertake additional duties as directed, in line with organisational needs and priorities.

Key Selection Criteria

Essential

- Relevant tertiary qualifications, such as Marketing, Communications, Business Administration, or related field (or equivalent experience).
- Demonstrated experience in fundraising, donor relations, or nonprofit program management.
- Strong organisational and multitasking abilities, with attention to detail and accuracy.
- Excellent written and verbal communication skills, including proofreading ability.
- Proficiency in Microsoft Office and familiarity with databases.
- Knowledge of digital marketing platforms and social media management.
- Ability to work both independently and as part of a team.

Desirable

- Previous experience in a nonprofit, fundraising, or donor engagement role.
- Experience with donor management systems and financial processing.
- Creative content development and digital campaign strategy experience.

Values & Personal Attributes

- Commitment to the mission, vision, and values of Australian TFP.
 - Professional, proactive, and solutions-focused approach.
 - Integrity and discretion in handling donor information and financial transactions.
 - Flexibility to adapt to changing priorities and campaign needs.
 - Strong sense of initiative and willingness to support broader organisational goals.
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