

Digital Project Coordinator

Full-time, Hybrid Remote / Sydney

Join one of the fastest-growing tech companies, and industry-leading products behind 'online fundraising' in the impact sector, enabling thousands of the world's most loved charities to raise money and deliver change for good.

We're an ambitious bunch with big goals. Over 10 years we've grown to support more than 1000+ charities internationally, with a current team of 110+ passionate fundraising software professionals across 4 global offices (Australia, NZ, UK, USA). We act as one global team and have a great culture with a load of benefits (health and well-being, work-from-anywhere policies, bonus leave days and more).

We're looking for a smart, ambitious & down-to-earth team member to join us on our next stage of growth in ANZ.

The Opportunity

As a Digital Project Coordinator, you will be working closely with the Project Managers to keep the wheels turning with the day-to-day operations of all client projects including for brand new clients as well as repeat projects for existing clients.

This typically involves:

- Reviewing project briefs and drafting scopes of work to deliver these briefs
- Coordinating timelines for new implementations
- Coordinating assets from the client
- Managing site amends and client updates
- Keeping the internal team updated on timings to ensure deadlines and project's scope of work are met

Specifically, the role entails:

- Assisting the Project Manager for large and complex projects in the entire project lifecycle, from scoping to delivery phases
- Manage your own less complex projects
- Coordinate all assets for a project between the client and the production team
- Maintaining project documentation including the scope of work, meeting minutes, change requests and handover documents
- Assigning design and development project tasks to team members
- Checking project deliverables have been met on completion of a project
- Ad-hoc assistance including; implementation of basic content pages using the platform's Page builder, simple reporting tasks, testing and QA of websites
- Generally supporting the Project Manager to keep the operational wheels turning

We think you'll be successful if you:

- Understand the stages of building a website, from taking a brief through to the site going live
- Can show from Capstone projects or previous work experience how you've coordinated/communicated with multiple team members and have great follow-up drive
- Are a great communicator (written and verbal) and love a fast-paced startup environment
- Happy to chat with clients directly via email and phone to update on project status and timings
- Have a hands-on attitude and a proactive, problem-solving spirit
- You might be looking for your break into project management and want a rewarding position delivering good for charities
- Have some experience or are interested in digital marketing, tracking and analytics or conversion rate optimization

We offer:

- Flexible working location, hours and conditions
- Health and wellness benefits
- Bonus leave days
- Career growth planning
- A vibrant Sydney workplace with easy access to public transport
- Opportunity to join one of the fastest-growing global tech startups in the impact sector

The Funraisin Team

We're a team of passionate fundraising software professionals – some have come from world-renowned tech giants such as Google and Apple, others from the highest-awarded digital agencies, and others from inside leading nonprofits.

Together, we build world-class products that aim to accelerate the transition to a better world by connecting people to causes. We love seeing the impact of our work, and we have a ton of fun doing it. Our values demonstrate who we are and what we strive to do.



Better than yesterday

Continuously improve ourselves and our impact



Learn fast, act fast

Pursue the fastest path to learning & a bias to action



Act as one

Be inclusive, have a seat at the table and win/lose together



Be uplifting and have fun

Be optimistic, passionate, positive and laugh



Make magic

Strive to make the impossible, possible