

RISING :

DEVELOPMENT COORDINATOR
POSITION DESCRIPTION, NOV 2026

ROLE :	DEVELOPMENT COORDINATOR
TEAM :	BRAND AND COMMERCIAL
TERM :	FIXED TERM, 19 JAN–19 JUNE
REPORTING TO :	DEVELOPMENT MANAGER
SALARY :	\$75,000 - \$80,000 + SUPERANNUATION (PRO RATA)

RISING

Taking place at the beginning of winter, RISING is a festival of new art, music and performance in the heart of Naarm (Melbourne, Australia).

For more details of current and past programs view our website [here](#).

THE ROLE

The Development Coordinator supports the smooth delivery of RISING's fundraising, donor engagement, sponsorship servicing, and government contract administration. This role plays a key operational and administrative function across philanthropy, grants, cultural funding, and strategic partnerships ensuring that activities, deliverables, and events run seamlessly.

Working closely with the Development Manager and across the Brand and Commercial team, the Development Coordinator maintains systems, tracks reporting deadlines, coordinates partner experiences, and supports the creation of proposals, communications, and events that strengthen RISING's supporter community.

KEY RESPONSIBILITIES :

- Coordinate sponsor and donor servicing, including ticketing, branding, content, approvals, and benefit delivery.
- Manage fundraising and sponsorship events year-round, including guest lists, RSVPs, invitations, catering, run sheets, and briefing notes.
- Update and maintain Airtable boards and shared filing systems for fundraising, reporting, and partner activities and opportunities
- Support partner and donor communications, including proposals, reports, updates, and acknowledgements.
- Assist with planning and delivering annual giving campaigns in collaboration with Brand and Marketing.
- Assist with preparation of grant applications, sponsorship proposals, post-event reports, and funding acquittals.
- Support the Development Manager with tracking and managing government contract deliverables and reporting.
- Prepare regular fundraising and partnership activity reports for internal and external stakeholders.
- Ensure donors and partners are included in general RISING communications.
- Maintain accurate donor, funder, and partner records in RISING's CRM systems;
- Apply exemplary processes regarding receipting, and acknowledgement of donor and partner support ;

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- Ensure strict confidentiality and discretion especially when undertaking donor research and stewardship.
- Liaise with venues, suppliers, and stakeholders to deliver exceptional partner and donor experiences.
- Other duties as required that match with personal skills and equivalent duties.

SKILLS AND ATTRIBUTES :

- Exceptional organisational and coordination skills, with the ability to maintain clear, logical, and up-to-date filing systems, records, and workflows.
- High attention to detail, consistently accurate, thorough, and committed to quality across all tasks.
- Accountable and reliable with strong follow-through and the ability to manage competing deadlines.
- Proactive and self-motivated, able to anticipate needs, identify gaps, and take initiative without waiting for instruction.
- Strong written and verbal communication skills, including drafting emails, partner updates, proposals, and event materials.
- Experience in event coordination, donor or partner servicing, or stakeholder management.
- Strong relationship-building skills with diverse internal and external stakeholders.
- Proficiency in CRM systems, Airtable, and Microsoft Office/Google Workspace.
- Experience in arts, events, fundraising, or sponsorship preferred.

LOCATION

RISING supports flexible working arrangements for staff and a hybrid office model. The RISING office is situated at Level 2, 377 Lonsdale Street, Melbourne 3000.

ACCESS

RISING is a festival aspiring to be a cultural leader in inclusion and accessibility. We want our organisation and program to be a true reflection of our city representing people with a variety of skillsets and life experiences, cultures and backgrounds. We encourage applications from First Nations people, those who are from culturally and linguistically diverse backgrounds, people who are LGBTQIA+, people who have a disability and/or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM–5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email jobs@rising.melbourne.