

Position Title:

Administration & Operations Coordinator

Job Type:

Part-time (1.5 – 2 days per week, flexible)

Salary: \$80,000 f/t per annum plus superannuation

About Us

Hands Across Canberra (HAC) is our city's community foundation, connecting generous individuals, businesses, and organisations with more than 350 local charities. We raise vital funds, strengthen community organisations, and support some of Canberra's most vulnerable people.

We are a small, passionate, and collaborative team—our work environment is supportive, flexible, and purpose-driven.

The Role

We are seeking a highly organised Administration & Operations Coordinator to provide essential office and administrative support while helping manage our donor database. In this role you will:

Administration

- Provide administrative and office support to the CEO and Managers.
- Assist with giving campaigns, fundraising activities and day-to-day operations.
- Help coordinate events, meetings and workshops.

Database & Donor Support

- Maintain donor records in our CRM (Foundant), ensuring accuracy and integrity.
- Process and acknowledge donations, pledges and gifts, making sure donors feel valued.
- Develop templates and reports within the database.
- Update donor details, communication preferences, and history.
- Support donor communications to strengthen relationships with supporters.

This position offers the best of both worlds: traditional admin work combined with the opportunity to develop your skills in database/CRM management and donor engagement.

What You'll Bring

- Proven experience in office administration roles.
 - Strong organisational and time management skills.
 - High attention to detail and a process-driven approach.
 - Confidence using Microsoft Office (Word, Excel, Outlook).
 - Experience (or willingness to learn) CRM/database systems; prior data entry experience highly regarded.
 - Excellent communication skills—professional, clear, and relationship-focused.
 - A proactive, solution-focused attitude.
-

Why Join Us?

- Impactful work: Your admin skills will directly support the charities and people who need it most.
 - Flexibility: Part-time (2 days/week or 3 days school hours).
 - Variety: A mix of admin, events, donor support, and data management.
 - Growth: Opportunity to enhance your skills in CRM, donor relations, and the not-for-profit sector.
-



- Small, supportive team: Work side-by-side with an experienced CEO and managers.

How to Apply

If you're a detail-oriented administrator who loves keeping things running smoothly—and you're excited to learn new skills while contributing to Canberra's community—we'd love to hear from you!

Email Jo Dean-Ritchie jodean-ritchie@handsacrosscanberra.org.au