

Funder Engagement, Reporting and Evaluation Officer

Position Description

Employer: Australasian Centre for Corporate Responsibility

Work Type/s: Permanent, 30-37.5 hours (4-5 days) per week. Flexibility available. Please specify your preference when applying.

Salary: \$80-110K + super depending on experience [pro rata if part time]

Sector/s: Not For Profit (NFP)

Location: any Australian location, working from home (supported by ACCR); or ACCR office in Sydney (Gadigal Country), Melbourne (Wurundjeri Country) or Canberra (Ngunnawal Country).

Job posted on: 5 November 2025

Applications close: 9am AEST on 26 November 2025

- Likely interview period: 1 December 2025 – 10 December 2025

Role: ACCR seeks to meaningfully accelerate fossil fuels phaseout, through catalysing effective action by institutional investors to mitigate physical and systemic climate risk. This new role within ACCR's Operations and Development division will coordinate ACCR's engagement with funders (including institutional grantors and individual donors). The role will coordinate fundraising / grant seeking activities and, once funds are secured, will contribute to managing communications with funders, ensuring grant conditions are met and all reporting is completed to a high standard. The role will also contribute to ACCR's Monitoring, Evaluation and Learning processes and to communicating insights from these processes to funders and other audiences.

The role reports to our Impact Strategy Lead who leads the development and implementation of ACCR's impact-focused planning, reporting and evaluation approach. The role will also work with our Executive Director and our Development Lead who lead on securing new funding from ACCR's major grantors. Some flexibility is needed to connect across time zones with colleagues and partners in Europe. You will typically be able to finish by 6pm AEDT / 5pm AEST, with occasional later meetings (up to three evenings per week, especially during the Australian summer months). Flexible hours are supported around these commitments.

The role includes periodic travel within Australia (up to four trips per year, each up to five days), with possible optional travel to Europe.

You'll love this job if:

- You are motivated to use your skills to support a climate-focused organisation that aligns with your values, and to showcase the impact of its work.
- You enjoy working with people, and the prospect of joining a motivated multi-disciplinary team excites you. You are a skilled communicator with the confidence to coordinate colleagues and liaise with key stakeholders.
- You love to keep things organised, stay on top of deadlines and deliver to an exceptional standard. You plan well and make it easy for others to participate in what you need to accomplish. You're comfortable with spreadsheets and databases, and online planning and communication tools.
- You feel at ease writing emails and reports. You already have some understanding of the world of grants, funder engagement, evaluation and/or reporting, and are keen to further build your expertise in this area.

Responsibilities

The role will include the following types of tasks:

- Prepare and project manage new grant applications, proposal submissions and renewals ensuring accurate execution and delivery in line with requirements and timeframes.
- Coordinate the preparation and submission of reports and other deliverables to funders, editing as appropriate to ensure they are accurate, timely, and aligned with funding agreements, ACCR strategy and implementation plans.
- Proactively communicate and collaborate with relevant colleagues to ensure that information, content and deliverables are developed and provided to grantors as required.
- Maintain accurate and up-to-date records of funders and grants, tracking cycles and deadlines, and adhering to due diligence and risk processes, to ensure compliance with ACCR policies and funder expectations.
- Maintain regular engagement with and respond to queries from donors and grantors, coordinating communications and meetings to build strong, long-term relationships.
- Under the guidance of the Impact Strategy Lead, assist in the development and implementation of Monitoring, Evaluation and Learning processes to assess ACCR's impact and enable ongoing improvement of our work.
- Assist in data collection and analysis, and in communicating learnings and insights to internal and external stakeholders.
- Maintain and contribute to the development of fundraising materials such as presentations, templates and case studies to ensure ACCR has an effective fundraising toolkit.
- Assist with other funder-related administration, e.g. receipt generation and sending.

Criteria

We're looking for someone with these skills and experience:

- Excellent project management, planning, organisation and coordination skills, with the initiative and confidence to lead collaborative efforts with colleagues
- Strong attention to detail, including accuracy in managing and using text and numerical data
- Strong English writing skills for a professional context
- Great interpersonal and communication skills for engaging stakeholders in a largely virtual, highly collaborative, cross-disciplinary environment
- Professionalism in correspondence and meetings with external parties, discretion in handling sensitive information and flexibility to adjust to changing circumstances, and ideally professional work experience involving communicating with important stakeholders
- Some understanding of (and ideally experience in) non-profit funder relations, grants management and/or monitoring & evaluation
- A commitment to ACCR's mission and values including demonstrating respect and genuinely valuing diversity
- Flexibility to work overlapping hours with colleagues in Europe and travel occasionally
- Comfortable working in a remote, distributed team environment, collaborating virtually with colleagues across Australia, the UK and Europe. Depending on location, you may also have access to an ACCR office. You should be confident working independently from home, while maintaining regular communication and alignment with the wider team

Further, it would be a strong advantage if you have:

- an understanding of climate change, the financial / corporate sector and/or shareholder advocacy

If you don't meet every point above, please still apply if you can see your skills well used in this role.

Accountable to: Impact Strategy Lead

Key Relationships: Development Lead, Chief Financial Officer, Chief Operating Officer, Executive Director

Background: ACCR is a non-profit shareholder advocacy and research organisation founded in 2012. We seek to meaningfully accelerate fossil fuels phaseout, by catalysing step-change across industries and financial markets, in the interests of investors, planetary systems and people. More information about our latest work can be found in our [FY25 Annual Review](#).

ACCR has a dynamic team of almost 40 driven and experienced staff, mostly based in Australia, working globally. Our growing team has a wide range of expertise - climate

science, communications, engineering, law, equities analysis, finance, investor relations, IT and more.

What we offer:

- We enjoy flexible work hours and supportive home-based working.
- Annual team retreat so we can connect, learn and grow together.
- Personal leave is double the statutory requirement (20 days in total, pro rata), plus additional paid leave from Christmas to New Year. Option to purchase additional leave.
- Paid parental leave (regardless of who the birth parent is)
- We value peer learning and each of us has a professional development budget to use towards individual career goals.
- Access to our Employee Assistance Program and wellbeing platform, which includes a discount for friends and family.
- ACCR offices are accessible, and further details can be provided.

Application Guidelines

[APPLY](#)

We use Applied as our recruitment platform, helping us reduce the risk of unconscious bias in our hiring process.

We will ask you to answer 3 questions designed to test your ability to do the job. Please give it your best effort, your scores on these questions will be the primary consideration in whether you are invited for an interview. To avoid bias, we do not look at CVs until later in the process.

Once started, you can save and return to your application before submitting. For example;

- **Imagine you are required to coordinate the preparation of a funding proposal to an ACCR grantor, including gaining the input required from busy colleagues. How would you approach this task and why would you take that approach? In your answer, please refer to your past experience and what you've learned from that. [Limit of 250 words]**

Please note, for this role, ACCR is only able to employ those who have the pre-existing legal right to work in Australia, and who will be working from Australia.

We value diversity, equity and inclusion in our workplace. ACCR encourages applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

ACCR is committed to improving accessibility to enable the full participation of a diverse workforce. If there are any alterations to this recruitment process that would assist you in applying, please let us know.