

POSITION DESCRIPTION

Head of Philanthropy and Fundraising



St Hilda's
ANGLICAN SCHOOL FOR GIRLS

POSITION TITLE	Head of Philanthropy and Fundraising		
REPORTING TO	Director of School Development and Philanthropy		
DEPT/FUNCTION	School Development	LOCATION	Bay View Campus
FTE	1.0	TEACHING LOAD	N/A

SCHOOLVISION

To spark extraordinary futures

SCHOOL PURPOSE

To inspire inventive and adaptive thinkers with a curiosity for learning.

PURPOSE OF THE POSITION

This role is funded by the St Hilda's Foundation with its key objective to raise money to achieve the School's strategic objectives. It will be responsible for developing and strengthening the culture of philanthropy and fundraising at the School among parents, past parents, staff and alumni. It will also be instrumental in designing and executing campaigns that meet fundraising goals set by the School in partnership with the Foundation and Council.

This role will work closely with the Director of School Development and Philanthropy and draw upon the expertise of the Marketing and Communications, Community Engagement, Events and the Finance teams.

The position will collaborate with the leadership team to deliver the following:

1. To develop the fundraising strategy in collaboration with the Director of School Development & Philanthropy and key members of the Executive team to support the strategic needs of the School.
2. To execute the fundraising strategy, including goal setting in collaboration with the Director of School Development and Philanthropy and the School Development team.
3. Manage the annual giving campaign, including the creative concepts, setting up the campaign, sourcing and liaising with major donors, reporting and follow up.
4. Manage capital giving campaigns, including researching donors, creative concepts, setting up the campaign, sourcing and liaising with major donors, reporting and follow up.
5. Provide fundraising advice to supporter groups to ensure it meets the financial goals of the school.
6. Manage the fundraising budget
7. Stewardship of past donors.
8. Collaborate on friend-raising events.
9. Manage the bequest association including major donor research, stewardship and events
10. Provide introductions for potential donors to the Director of School Development and Principal
11. Provide research and background on potential donors
12. Reporting and governance.
13. Advise on best-practice and innovations in the industry and provide strategic advice to ensure that fundraising operates efficiently and effectively.
14. To manage the Development Coordinator (to be appointed)

The success of the role will be the achievement of financial goals attributed to fundraising and philanthropy. It is a front facing role and as such must represent the St Hilda's brand and reputational needs in the community.

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Talents, knowledge and skills	
QUALIFICATIONS & EXPERIENCE <ul style="list-style-type: none">• Tertiary qualification in a related field• Experience in client management systems• Experience in the fundraising sector• Experience managing specialists to support fundraising activities ESSENTIAL SKILLS <ul style="list-style-type: none">• Leadership and influencing skills.• Copywriting skills for fundraising purposes.• Understanding of governance and compliance• Can work independently, showing strong decision-making skills.• An understanding of how to collaborate and communicate to ensure the team is aware of the activities and strategy.	TALENTS AND ATTRIBUTES <ul style="list-style-type: none">• Networks and ability to build networks.• Understanding of stewardship and relationship building.• Tact and diplomacy• Excellent communication skills• Ability to work in a team environment

Demonstrate the School's Purpose, Vision and Values.
<ul style="list-style-type: none">• Role model the school's values and vision for students, employees and the broader school community.• Support and enhance a learning culture across the school for students and employees.• Initiate opportunities to create a culture which deals openly with issues, generates alternatives and innovative solutions and contributes to a place where all members of the community can excel and be respected.• Nurture a shared sense of purpose and direction by actively promoting the Vision and creating alignment within and between the campuses and the strategy.• Demonstrate a passion for learning and how this translates into action.• Represent the school and its values in public forums; appropriately support and promoting the school's agenda.• Demonstrate a commitment to the Anglican ethos of the school.

Provide a safe environment for students and staff
Child Safety Standards <ul style="list-style-type: none">• Ensure adherence to all student safety standards and mandatory reporting requirements.• Attend all training and maintaining compliance with all child safety legislation, standards and regulations.• Complete all mandatory training in timely manner.• Escalate and report all matters related to student safety immediately. Workplace Safety <ul style="list-style-type: none">• Follow School policies and safe working procedures as required.• Ensure adherence to all health and safety regulations by self and team.• Monitor the health, safety, and well-being of work colleagues to ensure they can undertake their work.• Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the St Hilda's workplace.• Participate in workplace WHS inspections/audits, and assisting in the maintenance of WHS facilities, resources, equipment and information.• Comply with purchasing guidelines for health and safety when ordering equipment and materials.

This job description reflects the schools' assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.