



ST MARGARET'S ANGLICAN GIRLS SCHOOL

Position Description:

Director of Philanthropy and Stakeholder Engagement

Reports to:

Principal

Key Liaisons:

Director of Marketing and Communications,
Foundation Chair, President of Old Girls
Association, P & F President

Direct Reports:

Administration Assistant - Development &
Community, Administration Assistant – P & F
Liaison (part-time positions)

Status:

This is a full-time role, which will require some
flexibility with hours. This may include regional
visits and travel and attending functions and events
outside the general working hours.

This role will initially be offered on a 3 year
contract.

SCHOOL ETHOS

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission, vision and values of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion

Position Purpose

The Director of Philanthropy and Stakeholder Engagement supports the operations of the School by:

- a) Developing, implementing and promoting Alumni relations.
- b) Maximising non-fee generated income through philanthropy specific to support Scholarships, Bursaries, Capital works and the Endowment Fund.
- c) Enhance relationships with internal and external stakeholders and groups, including staff, corporate Supporters and Sponsors, past and current parents, including the P & F.
- d) Overseeing the work of the Professional Women's Network.

Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

KEY RESPONSIBILITIES

Foundation

- Maximising philanthropic income on behalf of the St Margaret's Foundation
- Building and maintaining networks with donors, corporate partners and funding bodies
- Developing the donor/prospect database and providing research on prospective donors to the Principal and Foundation Board
- Communicate the work of the Foundation especially with respect to the capital campaign
- Coordinate and project manage key fundraising programs as they relate to the work of the Foundation
- Develop a donor communication strategy
- Promote a philanthropic culture within the school community
- Work to achieve the strategic goals of the Foundation
- Where appropriate meet with key donors and school partners/sponsors to forge stronger partnerships and identify opportunities
- Organise and take responsibility for the success of the Professional Women's Network.

Past Students

- Liaise with past students to make them feel valued and welcomed members of the St Margaret's Community
- Maintain accurate records and use the school's database system to record appropriate information.
- Support the Old Girls' Association
- Develop, organise and implement functions and activities relating to reunions designed to expand and strengthen the School's Alumni network.
- Identify potential prospective major donors or annual giving donors through alumni activities
- Keeping track of family relations within the school especially multigenerational
- Source volunteers to assist with reunions, alumni research, special functions and to assist overall Development Office activities
- In conjunction with the Archives, identify and maintain a list of notable past students

- In conjunction with the Archives, promote the history of St Margaret's within the school
- Produce articles as required for school publications.

P and F

- Assist with liaison to school fundraising activities between the School and the P and F
- Maintain and build the Sponsorship database to assist P and F and their support groups in their activities

Ensuring the School's ethos and values are reflected in the employee's manner

- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by the Department of Justice and Attorney-General (Queensland Government) (as varied or replaced from time to time).

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies

Student Protection

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students ;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

SELECTION CRITERIA

1. Demonstrated track record in philanthropy and in organising successful fundraising events, with a minimum of three years' experience.
2. Demonstrated experience in initiating, developing and maintaining effective relationships with existing and potential benefactors, supports and key stakeholders.
3. Excellent written and verbal communication skills including proven ability to interact with a wide range of internal and external stakeholders.
4. Demonstrated ability to work independently as well as an effective member of a team and develop positive and cooperative working relationships.
5. Demonstrated event and program management, strategic and business planning capabilities.
6. A relevant tertiary degree in the area of fundraising/public relations/marketing.
7. Willingness to support the School's core values and Anglican ethos.

IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS OR BE ELIGIBLE FOR
A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection