



St Catherine's School
Sydney



Fundraising and
Philanthropy Manager
Permanent full-time



The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 168 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

CV and letter of application should be addressed to Human Resources.
Please apply via seek by 3 December 2024.

Active support for the Christian character and purposes of the school is essential.

This position requires the successful applicant to have a Working with Children Checkin accordance with the Child Protection (Working with Children) Act 2012.
Details of how to apply are available at www.ocg.nsw.gov.au



St Catherine's School, Sydney

Our identity

We are an Anglican school educating young women for life.

Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

We value

Integrity • Courage • Relationships • Service.

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Primary purpose

- Position:** Fundraising and Philanthropy Manager
- Responsible to:** The Headmistress
- Reports to:** Head of Community Relations
- Effective date:** January 2025
- Details:** The implementation and delivery of fundraising programs that build a philanthropic culture, grow revenue, and create positive, lasting change in the communities where St Catherine's engages.

The Fundraising and Philanthropy Manager is responsible for the administration, management and stewardship of donors for annual giving, major gifts, bequests and philanthropic programs for St Catherine's School and its affiliated groups, including but not limited to the St Catherine's Foundation, Parents' and Friends Association and Old Girls Union.

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As part of the schools Community Relations department, the Fundraising and Philanthropy manager will execute the philanthropic vision of the school and will be a key point of contact for St Catherine's donors, supporters and sponsors.

You will play an important role in development and nurturing of relationships with our school donors, partners, and wider school community, consisting of alumni, past and present parents and carers. In partnership with the Head of Community Relations and St Catherine's Foundation, you will develop and execute a comprehensive fundraising strategy and philanthropic program with clear fundraising outcomes that align with the school's mission.

The Fundraising and Philanthropy Manager have highly developed communication, organisational and ICT skills, a commitment to provide technical and communications support for fundraising, data, and community relations activities, and the ability to work both independently and as part of a team are essential criteria for this role. To meet the dynamic requirements of this role, flexibility of working hours, including evenings and weekends is necessary.

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Major responsibilities:

Fundraising

- Provide Manage all aspects of fundraising campaigns and appeals, including the development of communication collateral, in conjunction with the Marketing team.
- Processing and receipting donations and acknowledgements in a timely, accurate and efficient manner.
- Identify and meet donor needs by building effective relationships and timely communications.
- Manage relationships with donors to ensure the retention of their support.
- Manage the St Catherine's Partner Program
- Management of events related to philanthropic programs.
- Cultivation and stewardship of donors for major gifts.
- Management of St Catherine's bequest program and initiatives.
- Demonstrated experience in relationship fundraising.
- Demonstrated experience in database maintenance and analysis for fundraising.
- Demonstrated experience developing detailed and engaging funding proposals and impact reporting.

Research

- Assist the Community Relations office with prospect tracking and donor research.
- Provide data reports and information relating to donors and campaign engagement.
- Evaluate each campaign, ensuring key learnings are applied to future projects and conduct comprehensive campaign analysis to ensure continuous improvement.
- Identify high value donors or bequest prospects for conversion to major donor/bequests.

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Data management

- Assist Provide systems support, advice and backup for community relations and fundraising operations including data entry, scheduling, and engagement coordination.
- Identify and resolve data anomalies and /or duplicate records.
- Run standardized reports for fundraising Planning.
- Update donor and community information in school databases.
- Coordinate the process of updating community data.
- Coordinate data and information for use in future fundraising and community engagement initiatives.
- Support the Community Relations and Development Manager in alumni and past parent data management.

Operations

- Assist the Head of Community Relations with the philanthropic direction of the school as relates to the community.
- Assist the Community Relations office in planning community and fundraising functions and events.
- Prepare quality copy for school publications and digital communications.
- Provide input for annual strategic planning, budget process and related activities.
- Work collaboratively with the community relations team and provide support as required.

Uphold and promote high standards in all areas of endeavour.

Other duties

- Work on specific projects as required from time to time, to support the school.
- To comply with the schools' policies and procedures as well as health and safety requirements.
- To participate in any training when required.
- Warden responsibilities as required.

Undertake other duties as required by the headmistress or her delegate

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Selection criteria

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Highly developed organisational and ICT skills
- Positivity and a high level of emotional intelligence
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving guidance and direction
- Commitment to provide technical and communications support for fundraising and community relations activities
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school
- Flexibility of working hours, including some evenings and weekends
- Willingness to actively support the Christian ethos of the school.

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Staff benefits

- Employee Assistance Program (EAP) counselling service
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre (for borrowing books and magazines)
- Access to school deli to order lunch daily

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 StCatherinesSchool

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 www.linkedin.com/school/st-catherine's-school_2/

 StCSchoolWaverley

 WeChat ID scs2024



For more information visit

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