



**ST HILDA'S SCHOOL  
GOLD COAST**

## **POSITION DESCRIPTION**

St Hilda's School offers a rigorous learning environment, which is active, creative and innovative, targeted at developing the whole person. We seek to share with the girls the values, knowledge, skills, voice and faith to enrich our world for living our motto, *Non Nobis Solum, Not for Ourselves Alone*.

St Hilda's School is owned by the Diocese of Brisbane and the School Council is appointed by the Archbishop in Council. The major functions of the School Council are the appointment of the School Principal, the fixing of the annual budget and the fixing of school policy. The Principal, in the role of Chief Executive Officer is responsible for the day-to-day running of the School. All staff are responsible for carrying out their duties. In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to the Christian leadership through vision, service and example
- Motivate and energise staff, students and parents by fostering quality relationships and community development through dynamic and collaborative performance
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example
- Maintain professional competence and current knowledge in appropriate professional areas
- Consistently demonstrate commitment to the core values of the School of love, compassion, forgiveness, hope and grace
- Demonstrate loyalty, confidentiality and support for the Principal and the School at all times

**Position:**                    **Advancement Coordinator**  
**Classification:**        **School Officer, Level 4 – Administration**  
                                     **Permanent, Full Time**  
**Reports to:**                **Head of Enrolments and Advancement**  
**Direct Reports:**        **Nil**

### **KEY RELATIONSHIPS**

- Principal
- Director of Business and Operations
- Anglican Schools Commission
- Foundation Board Members
- Senior Leadership Team
- Director of Carey Lane Early Learning Centre
- Enrolments, Community and Marketing Teams



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### POSITION PURPOSE

#### The Role of the Advancement Coordinator

St Hilda's Foundation has been established to bring communities together and to support young women to dream and to achieve. The Advancement Coordinator will focus on building on the early years of the Foundation and elevating the Foundation as a robust and sustainable organisation. The Advancement Coordinator is responsible for supporting the Head of Enrolments and Advancement with the development and execution of philanthropic strategies for the Foundation and St Hilda's School through fundraising, sponsorship, alumni engagement, community outreach and grant funding. This role will build and maintain strong relationships with alumni, sponsors, donors, parents, the school community and wider community to advance philanthropic support in alignment with school's mission and strategic objectives.

The Advancement Coordinator plays a key role in organising Foundation events, managing communications, and administering philanthropic databases to ensure the smooth operation of all advancement initiatives. In addition to the administrative work supporting the Foundation, this role will require strong interpersonal skills, a warm disposition and a willingness to grow and evolve.

All School Officers, while having individual areas of responsibility, share a number of overall goals. They are therefore required to demonstrate a commitment to:

- working productively and effectively as team members, communicating with team members to identify areas of need and assisting where necessary to achieve team goals/deadlines
- adopting a flexible approach to work tasks and managing conflicting and changing priorities.

#### Foundation

- Database Maintenance and Management and leveraging opportunities to expand the Foundation's portfolio of supporters, sponsors and donors
- Elevating the philanthropic work of the Foundation as a robust and sustainable organisation connected to St Hilda's School
- Increase Alumni connection with and support for the St Hilda's Foundation
- Develop and maintain partnerships with Foundation sponsors and donors
- Event Management

#### School

- Assist the Head of Enrolments and Advancement, Principal and Director of Business and Operations to investigate and administer experiential opportunities for St Hilda's students
- Work with members of the community team to support strong community connections and the smooth running of events
- Provide administrative support for philanthropic initiatives including grants, sponsors, bequests and giving initiatives.



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### KEY AREAS OF RESPONSIBILITY

The role encompasses activities within the following key areas:

- Database Management
- Structured Fundraising
- Promoting Philanthropy
- Bequest Program Coordination
- Old Girl Association (OGA)/Alumni Engagement
- Strategic Partnerships
- Foundation Event Management
- Foundation Grants Management

### Specific and Typical Duties, Skills and Responsibility:

Administration (including secretarial, personal assistant etc) skills higher than Level 3.

#### Promoting Philanthropy

- Manages donor engagement, including strategies to enhance the scope of our giving programs and capturing donation data to ensure excellence in services and maximized potential.
- Cultivates new relationships with major donors, maintains deep and valued relationships with existing major donors, both on and off School premises
- Assist the OGA Committee, Foundation Board and other School groups to develop programs in ways which further broaden the School's constituent base and its potential donor numbers, leading to the development of strong fundraising programs overall
- Providing the Head of Enrolments and Advancement and Marketing Team with a continuous stream of newsworthy items showcasing philanthropic and alumni activities
- Assisting with the organisation of special events which include the involvement of benefactors to the School
- Attending various School meetings (nominated by the Head of Enrolments and Advancement) to promote good communication, and in turn promote philanthropy to the School
- Exploring new fundraising and sponsorship opportunities for St Hilda's Foundation

#### Bequest Program

- Continually seek to identify prospective benefactors and cultivate their involvement and interest in St Hilda's School
- Develop ongoing involvement and recognition programs for persons who have notified their intention to make a bequest

#### Old Girl Engagement

- Maintain excellent, supportive relationship with alumni groups
- Oversee the continuing development of a fully effective alumni database and any social media pages
- Provide administration support and coordination for a structure of alumni events program
- Maintain a routine for informal alumni networking opportunities
- Attend and organise the taking of minutes at any OGA Committee meetings



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- Work with the Head of Enrolments and Advancement to develop a strategy to increase active members of the OGA and to highlight the benefits to students of joining the OGA database and communications

### **Database Management**

- Maintain the Foundation's Donor Management Database including collecting, recording, and storing sensitive and confidential information on behalf of the Foundation, and ensuring an accurate replication of data between the School's and the Foundation's databases
- Maintain the OGA Database to ensure currency of information and connectivity with all members
- Work with the Marketing Team to coordinate Old Girl and donor data in the School's email marketing platforms, including list segmentation, data queries and cross-referencing with School databases
- Produce mailing lists for the Marketing Team for publications and update and maintain recipient lists and personal contact information

### **Reporting & Administration**

- Assist the Head of Enrolments and Advancement with relevant grant applications and ongoing maintenance/reporting
- Monitor and evaluate the impact of funded programs and initiatives
- Provide regular reports to the Foundation's board and stakeholders
- Assisting with administration tasks, as required

### **Communications**

- Communicate with members of external committees, Foundation Board on behalf of the Principal, Head of Enrolments and Advancement and Director of Business and Operations as required
- Maintaining clear and effective communication with other members of the Enrolments, Community and Marketing Teams as applicable, to ensure effective time management for all

### **Event Coordination**

- Working with the Events Manager, Community Alumni Liaison to continually build on the current event format
- Liaising with the Marketing Team to create professional and attractive invitations and information to encourage attendance, including various advertising formats
- Coordinating promotion of events through various social media platforms
- Maintaining effective communication with the Facilities Team regarding event resources, facilities and timelines
- Maintain accurate database records for all St Hilda's Foundation events, including:
  - Invited Guest
  - Attendees
  - Sponsors and Partnerships

### **Strategic Partnerships**

- Liaise with all stakeholders as required



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- Encourage community engagement
- Create professionally presented sponsorship packages
- Research potential partners/sponsors and arrange personal meetings to discuss and promote the Foundation's mission and purpose in supporting young women to dream and to achieve
- Organise appropriate and timely letters/certificates of appreciation post-event

## **SELECTION CRITERIA**

### **Skills and Abilities**

- Expertise in developing and implementing fundraising campaigns
- Ability to build and maintain relationships with donors
- Proficiency in writing proposals to secure grants
- Skills in organising fundraising events
- Ability to manage multiple projects simultaneously
- Exceptional interpersonal and organisation skills
- A professional, confident and helpful approach
- Ability to work autonomously and prioritise effectively
- Excellent organisational skills and high level of accuracy and attention to detail
- Ability to communicate sensitively and confidentially with stakeholders
- Proactive professional with integrity, drive, energy and stamina
- Ability to work in a fast-paced, dynamic team environment
- Committed to high quality outcomes and creative problem solver

### **Qualifications**

- Strong computer literacy with a proficiency in Microsoft Word, Excel and database programs
- Minimum three years' experience in fundraising, donor relations, or a similar role within a non-profit organisation
- Relevant qualifications and/or previous experience in communications, marketing, public relations, philanthropy, events or community engagement

### **All staff at St Hilda's School are to:**

#### **DUTY OF CARE:**

- be responsible for and supervise matters relating to Risk Management within the area of responsibility. This includes ensuring staff are operating
- in accordance with School policy in this area and that appropriate evaluation processes are in place and operative
- take responsibility for pastoral needs, Duty of Care and the standards of behaviour of students inside and outside the classroom. This includes students you do not teach.
- act as an appropriate role model for students
- actively support the Code of Conduct for Anglican Schools and Education and Care Services and insist on acceptable standards of behaviour in students
- encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships
- know and implement Emergency and Accident procedures
- follow Workplace, Health and Safety procedures
- be punctual to classes, roll calls, House meetings, assemblies, Chapel services, and playground duties



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- report irresponsible or improper behaviour to the HOF/HOY, indicating what action you took
- report student problems (academic/personal) to the Head of Year, indicating what action you took
- report continuing or significant behavioural problems and academic problems to the Head of Year at the earliest opportunity.
- report failure to complete homework to parents as and when it occurs

### **PASTORAL CARE:**

#### **Provide supportive and effective Pastoral Care by:**

- insisting on just actions and encouraging gentleness, kindness and integrity in interpersonal relationships
- encouraging students to use pastoral care and personal development opportunities provided
- reporting students' needs promptly to the Head of Year.
- ensuring that the School environment remains clean and pleasant
- participating in the co-curricular life of the School including House activities

### **GENERAL**

#### **Demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos by:**

- Ensuring daily behaviour reflects the School's ethos and values
- Fulfilling responsibilities outlined in the School's Child Protection Policy
- Ensuring records of communication are maintained and provided to other relevant staff members 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
- Completing an Incident Report Form for all incidents that occur and forwarding them to the Facilities Coordinator
- Reporting any Workplace Health and Safety concerns or hazards immediately to the Facilities Coordinator or Maintenance Supervisor

#### **Other duties as may be required from time to time**

- given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.
- participating in the co-curricular life of the School including House activities

### **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.



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As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practised.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and
- respond to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

### **WORKPLACE HEALTH & 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

### **Verification**

This section verifies that the position holder has read the above position description and are satisfied that it accurately describes the position.

### **Position Holder:**

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