

POSITION DESCRIPTION

Advancement Manager

POSITION OBJECTIVES

Reporting to the Director of Development, you are responsible for building and nurturing relationships with a variety of stakeholders, creating a culture of philanthropy, engagement and support for St Kevin's College. You will be required to establish a new and emerging philanthropic program through strong and effective strategies, as well as building and implementing fundraising programs that will inspire and connect with external and internal stakeholders in supporting a range of impactful initiatives.

KEY RESPONSIBILITIES

St Kevin's College	<ul style="list-style-type: none"> • Embrace and enhance the position of the College as a leading provider of a Catholic education. • Have a broad knowledge of the life of the College. • Demonstrate commitment to the College's Vision and Mission. • Contribute as appropriate to the strategic direction of the College.
Donor Relations and Giving Programs	<ul style="list-style-type: none"> • Work collaboratively with the Principal, Director of Development, SKC Board Ltd and Foundation, Old Collegians, staff and volunteers in to develop and implement effective donor engagement strategies that support the vision and mission of the College. • Plan, develop and manage an effective and efficient Annual Giving program in line with the College's overall priorities and direction in consultation with the Director of Development. • Conduct research and management to ensure the maintenance of comprehensive profiles on all major and prospective donors. • Develop strategies to ensure broad community participation in the College's annual giving and regular giving programs. • Identify and communicate to the Director of Development any potential major donors or bequest members identified through Annual Giving and alumni activities. • Actively manage a portfolio of major gift and gift in Will prospects that support these fundraising programs. • Develop and manage fundraising plans and timelines, and contribute to the ongoing creation and publication of stories of impact through giving via regular communication with donors. • In consultation with the Director of Development, develop individual tailored plans to engage, cultivate, solicit and steward donors and potential benefactors. • Identify and plan personalised approaches to potential mid-level donors (up to \$20K in single gifts and pledges) in support of scholarships, staff funds and current building priorities. • Curate content and manage the production of fundraising communications collateral and publications which includes the website, OMNIA magazine, newsletters, videos and social media. • Attend College Foundation meetings as directed.

Alumni/Community Engagement	<ul style="list-style-type: none"> • In consultation with the Director of Development, build, maintain and nurture relationships with the St Kevin's College community through discovery, cultivation and solicitation. • Represent the Development Office at Old Collegian and College events to promote philanthropy. • Develop, manage and execute events, activities and functions which meaningfully engage St Kevin's College donors, prospective donors, volunteers, ambassadors and advocates. • Assist to build a culture of philanthropy within the alumni community, in collaboration with the Executive Officer of Old Collegians and the Director of Development. • In partnership with the Development Office staff, maintain accurate and up-to-date records in the College community database.
Risk Management	<ul style="list-style-type: none"> • Ensure all reasonable steps are taken to identify and manage foreseeable risks relating to the activities and operations of the College, including the development of risk management plans as required in accordance with College policies and procedures. • Work collaboratively with SKC Governance and Finance and partner agencies regarding secure online giving platforms. (NEW)
Child Safety	<ul style="list-style-type: none"> • Demonstrate expertise in, and strong compliance with, the College's Child Safeguarding Policy and Code of Conduct, as well as any other policies or procedures relating to child safety.
Professional Development	<ul style="list-style-type: none"> • Engage in professional development relevant to your area of work.
General Duties	<ul style="list-style-type: none"> • Abide by the St Kevin's Code of Conduct. • Perform administration and other duties as directed. • Contribute to a healthy and safe work environment for yourself and others, and comply with all safe work policies and procedures. • Attend school meetings, conferences, community, faith and professional events as required by the Principal. • Perform other duties as delegated by the Principal. • The College reserves the right to alter this position description as required to reflect emerging priorities.

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the mission and vision of the College.
Commitment to Child Safety	<ul style="list-style-type: none"> A demonstrated understanding of child safety. Be a suitable person to engage in child-connected work. Must hold, or be willing to acquire, a Working with Children Check and be willing to undergo a National Police Record Check.
Education and Experience	<ul style="list-style-type: none"> Appropriate tertiary qualifications and/or equivalent skills and experience. Previous experience in fundraising is desirable. Familiarity with the independent school and/or tertiary educational sector would be highly regarded.
Skills and Attributes	<ul style="list-style-type: none"> Use consultative and collaborative approaches to solve problems, make decisions and develop and implement initiatives. Excellent communications skills and inter-personal relations. Strong organisational skills with proven ability to manage deadlines, projects and tasks. Discretion and reliability in maintaining confidentiality in the conduct of alumni/community fundraising business. High level of technical competence in MS Office, particularly Word and Excel, and with email, the internet and alumni/community databases, specifically Synergetic or equivalent CRM. Generosity of talent and time with a willingness to participate in College activities that build community.

- Position Description Approved (date): April 2025
- Position Reports to: Director of Development