



POSITION DESCRIPTION

POSITION:	Philanthropy Manager
DEPARTMENT:	Community Engagement
CAMPUS:	Corio
DATE PREPARED:	August 2025
REPORTS TO:	Head of Advancement
DIRECT REPORTS:	Not applicable
EMPLOYMENT STATUS:	Fulltime – Ongoing
CLASSIFICATION	GGs Operations Salary Scale - A6
APPROVED	August 2025

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

ADVANCEMENT

The Philanthropy Manager is a member of the Advancement team and reports to the Head of Advancement. The Advancement team is responsible for nurturing relationships with the wider School community through communications, events and relationship-building, towards the School's philanthropic ambitions. Its objective is to engage the community through activities that foster connection, trust and advocacy to support long-term, sustainable engagement and philanthropic outcomes.

Advancement co-ordinates the School's fundraising campaigns and appeals and drives the activities of the Geelong Grammar Foundation. The Advancement team interacts with a range of departments and functions across the School and has a particularly close working relationship with the Alumni & Community Relations and the Marketing & Enrolments teams, within the broader Department of Community Engagement. The Philanthropy Manager will liaise with multiple stakeholders across the School as well as the Geelong Grammar Foundation board and its committees.

POSITION OBJECTIVE

The Philanthropy Manager works closely with the Head of Advancement to advance the major gift programme in support of the philanthropic ambitions of the School. The Philanthropy Manager is committed to meaningful engagement with a portfolio of current and prospective donors to build enduring relationships and secure transformational gifts. The Philanthropy Manager works towards agreed targets for cultivation, acquisition and stewardship of major and mid-tier donors, including oversight for events and communications related to major donors.

KEY RESPONSIBILITIES

The Philanthropy Manager is responsible for the following tasks:

- 1) Participate in planning and implementation of annual Advancement projects and activities.
- 2) Cultivate key relationships to build trust and long-term engagement, supporting donors to understand the transformational impact of major gifts.
- 3) Active management of a portfolio of prospective major and mid-tier donors to support priority projects.
- 4) Active stewardship of donors, including through the delivery of relevant events and communications.
- 5) Active contribution to the Advancement team and prospect management processes.
- 6) Maintain effective records of donors visits and progress against targets.
- 7) Contribute to the creation of donor reports and other print and online communications, particularly those related to the major gift programme.
- 8) Support donor functions and events as required.
- 9) Engage in professional development to enhance skills that support philanthropic programmes.
- 10) Other duties as requested by the Head of Advancement.

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

Advancement team
Community Engagement department
Principal's Office
Legal Services team
Information Services & Support team
Other teaching and non-teaching staff

External liaisons

Geelong Grammar Foundation Board and Committees
School Council
Donors and Foundation Members
OGGs and members of the GGS community
Consultants and suppliers

KEY SELECTION CRITERIA:

- Proven experience in fundraising, marketing or community engagement, ideally within a non-profit and/or educational environment.
- Exceptional interpersonal and relationship management skills, including the ability to build relationships and effectively communicate and negotiate with internal and external stakeholders at all levels, and maintain confidentiality at all times.
- Excellent project management skills and time management, including the ability to multi-task, prioritise and meet deadlines.
- Demonstrated ability in strategic planning and creative thinking, with well-developed analytical and problem-solving skills.
- A sound knowledge of the principles of marketing, communications and fundraising, particularly within the education sector.
- Previous experience working within a complex customer focussed organisation and a proven capacity to work effectively within a team environment.
- An ability to be flexible, adaptable and innovative to meet the changing needs of the organisation and clients, including the capacity to demonstrate initiative and work autonomously when required.
- An ability to interpret, analyse and report on data.
- Strong written and oral communication skills.
- Strong knowledge of Customer Relationship Management systems.

QUALIFICATIONS AND EXPERIENCE:

- Relevant post-secondary or tertiary qualifications and/or experience in relationship management, community engagement, marketing or communications.

Desirable

- Experience working in a School or educational environment.

OTHER REQUIREMENTS

- A current drivers license is advantageous to the role.
- Requirement to work across all campuses, including attending some weekend and evening events.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of students and has a zero tolerance of child abuse.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.