



Position Description

Community Relations Manager

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 7, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

Our Purpose

Opening doors for a brilliant future.

Our Goals

World Ready: We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

Future Focused: We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

True Belonging: We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

Destination School: We leverage our unique place and space as a premier destination for learning and work.

New Momentum: We continue our legacy by making smart, resilient investments in our future.

Our Values

- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

Location

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Website: <http://www.iggs.qld.edu.au>

THE ROLE	
Position Title:	Community Relations Manager
Department:	Advancement
Reports to:	Director of Advancement
Classification:	Depending on experience and qualifications - Ipswich Girls' Grammar School Including Ipswich Junior Grammar School Enterprise Agreement
Hours:	Full time

Your Opportunity

The Community Relations Manager is responsible for strengthening relationships between the School and its key stakeholder groups, particularly alumni and community. This role is central to expanding the School's past student network (Old Girls and Alumni), increasing engagement across alumni and community groups, establishing a philanthropy program, and enhancing the School's presence within the Greater Ipswich community. The position also supports the implementation and effective use of systems and data to drive meaningful engagement.

The primary purpose of this role is to enhance alumni engagement, strengthen stakeholder relationships, and lead fundraising and philanthropic initiatives that support the School's strategic priorities and advancement objectives.

As the Community Relations Manager you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School.
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School.
- Attend staff development and training programmes when and if appropriate.
- Comply with work health and safety responsibilities detailed in the safety management system.

Reporting to the Director of Advancement, the Community Relations Manager will develop, implement and coordinate programs that strengthen interpersonal and fiscal relationships with past students, community groups including the Parents & Friends Association, and strategic partners. The role will actively contribute to achieving the School's strategic objective of building strong community connection, engagement and advocacy.

Your Role

Alumni and Stakeholder Engagement

- Develop and implement strategies to strengthen engagement with past students and key stakeholder groups
- Build and maintain effective relationships with past students, the Old Girls Association (OGA), Parents & Friends Association (P&F), sponsors, and community stakeholders
- Act as a key point of contact for past student and community engagement activities
- Support engagement with OGA and P&F committees

Alumni Development and Growth

- Identify, locate and reconnect with past students from Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Expand and maintain a current and accurate alumni database
- Develop targeted communication and engagement approaches for different alumni cohorts and groups
- Support the development of alumni communication channels and platforms

Programs and Engagement Initiatives

- Coordinate and deliver alumni and community engagement programs, including networking events, mentoring programs, speaker opportunities and professional networking initiatives

- Lead the coordination and active attendance at Old Girls' reunion events, using these as opportunities to re-establish connections, strengthen relationships, and identify ongoing engagement opportunities
- Collaborate with internal teams to support alumni involvement in School programs

Community and Partnerships

- Build and maintain relationships with local businesses, sponsors and community organisations
- Coordinate fundraising initiatives that generate sustainable revenue and strengthen philanthropic participation
- Support opportunities to enhance financial partnerships aligned with School priorities, including sponsorships, annual giving, and major projects
- Contribute to strengthening the School's presence and reputation within the local community
- Ensure fundraising activities comply with relevant legislation, privacy requirements, gift administration procedures and fundraising best practice

Data and Systems

- Maintain accurate past student records and databases, in liaison with the Old Girls Association and the Advancement team
- Support the implementation and ongoing use of community engagement and fundraising systems and platforms
- Monitor and report on engagement and participation data
- Ensure appropriate data governance, privacy and consent practices
- Maintain accurate donor records and prospect information within relevant systems
- Monitor and report on fundraising outcomes, donor engagement and campaign performance

Events and Communications

- Support the planning and delivery of alumni, community and fundraising events, aligned with the School annual calendar
- Work with Marketing and Communications team members to support engagement campaigns and communications
- Ensure a high standard of stakeholder experience at across events and communications

Advancement Support

- Support the Director of Advancement with engagement initiatives linked to broader Advancement priorities
- Identify opportunities to strengthen stakeholder connection and future support for the School including but not limited to the development of a philanthropic program to assist the long term strategic development of the School

Other Duties

- Any other duties as may reasonably be required by the Director of Advancement.

Commitment to Child Safety

All staff are expected to actively contribute to a child safe and culturally safe culture and uphold the School's Student Safety and Wellbeing Policy, Reporting Concerns of Harm and Abuse Policy, related school procedures, and Code of Conduct at all times. This includes:

- Maintaining a child safe environment where all students are protected, respected, and feel safe
- Prioritising student wellbeing, upholding our values, and implementing the Queensland Child Safe Standards
- Fostering inclusive and culturally safe environments, listening to student voice, and responding promptly and appropriately to all concerns or allegations of harm
- Reporting all child safety concerns and allegations immediately to the Principal.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students
- Ensure at all times that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

Competency Required

- Strong relationship management, interpersonal, and negotiation skills
- Excellent organisational and time management skills
- Demonstrated ability to manage multiple priorities and deliver outcomes
- High level written and verbal communication skills
- Experience working with databases or CRM systems
- Understanding of privacy legislation, fundraising regulations and donor stewardship practices
- Ability to work collaboratively and independently
- Initiative, professionalism and attention to detail
- Flexibility to work evenings and occasional weekends
- Dependable, committed, and enthusiastic approach to work, department, and School.
- Knowledge in the use of Microsoft Office Suite
- Knowledge in the use of TASS School Management System is highly desirable, but not essential
- Be the holder of, or obtain, a Working with Children Suitability Card (Blue Card).

Formal Qualifications

Knowledge, qualifications, and experience that are determined by the School as necessary to successfully carry out the duties of the position.

Selection Criteria

Within the context of the duties described above, the ideal applicant will be someone who has:

1. Demonstrated experience in alumni relations, stakeholder engagement, community engagement or fundraising
2. Ability to build and maintain effective relationships with a wide range of stakeholders
3. Experience coordinating programs or events
4. Strong organisational and project coordination skills
5. Demonstrated experience using databases or CRM systems
6. Excellent communication skills and attention to detail
7. Demonstrated high level organisational skills including the ability to work flexibly and to manage conflicting and changing priorities.

Key Performance Indicators

As set annually by the Principal and Board of Trustees which include:

- Number of new or reconnected past students added to our database
- Growth in participation across alumni programs and touchpoints
- Community relationships and satisfaction
- Fundraising donor numbers and revenue targets achieved
- Demonstrated improvement in overall school-community connection
- Financial or in-kind contributions to support the strategic direction of the School

Blue Card

Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website www.qld.gov.au/bluecard.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee	_____	_____	_____
	Name	Signature	Date
Director of People & Culture	_____	_____	_____
	Name	Signature	Date