



Role Description

Philanthropy Relationship Manager

Department/Faculty	Advancement
Reports To	Head of Philanthropy
Location	Senior Campus
Type of Employment	This position is an ongoing, full-time position and the successful applicant will be required to work 38 hours per week, Monday to Friday. This role may require attendance at events, meetings and functions outside standard College hours, including occasional evenings and weekends. Travel to donor meetings and events, both on and off campus, will also be required.
Industrial Instrument	Independent Colleges NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification	Clerical Administration Level 6

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding College for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit Colleges and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The Philanthropy Relationship Manager plays an important role in building and nurturing meaningful relationships with members of the College community and its broader network, helping to inspire philanthropic support for the College's mission and its priorities.

Working closely with the Head of Philanthropy, the role develops and manages relationships with prospective and existing donors, guiding them through a thoughtful and considered journey of engagement, from initial connection and cultivation through to giving and ongoing stewardship.

The role contributes to delivering the College's philanthropic strategy, with a particular focus on major giving and opportunities that support priorities such as the Bursary Program, capital projects and other areas of strategic importance to the College.

At its heart, this is a relationship-focused role. It requires a trustworthy, experienced fundraiser who understands donors' motivations and interests, connecting their generosity with opportunities to make a meaningful and lasting difference in students' lives and the future of the College.



Role Responsibilities

Portfolio Management

- Build and nurture a portfolio of prospective and existing major donors, generally with the capacity to consider philanthropic commitments of \$50,000 or more, while maintaining regular, purposeful engagement.
- Develop thoughtful engagement and stewardship plans that reflect each donor's interests, connection to the College and areas of shared endeavour (moves management framework with clear documentation and timeframes).
- Maintain an active pipeline of relationships at various stages of engagement, balancing opportunities for near-term philanthropic support with longer-term cultivation.

Prospect Identification and Qualification

- Work with the Head of Philanthropy and Philanthropy Programs Manager to identify and understand prospective donors, drawing on appropriate research, giving history and relationship insights.
- Develop connections across the broader College community (alumni, current and past parents, grandparents, staff, corporate and trust/foundation contacts) to identify potential connections and opportunities for philanthropic engagement.
- Work with the Head of Philanthropy to prioritise prospective donors and determine appropriate opportunities for engagement and stewardship.

Cultivation and Relationship Development

- Develop considered engagement strategies that reflect each donor's interests, experiences, giving history and connection to the College.
- Create meaningful opportunities for donors to engage with the College, including personal meetings, campus visits, events and briefings with College leadership.
- Facilitate opportunities for the Principal, Rector, Board members and other members of the College community to build relationships with donors where appropriate.
- Help donors understand the College's priorities and the difference their involvement can make to students and the broader College community.

Philanthropic Opportunities and Proposals

- Develop thoughtful and compelling proposals that connect donors' interests with areas of need and strategic importance to the College.
- Prepare briefing materials, key messages and engagement approaches for College leaders and volunteers supporting philanthropic conversations.
- Lead or support conversations about significant philanthropic opportunities, working collaboratively with donors to understand their interests and, where appropriate, develop mutually agreed arrangements for their contribution.
- Support the development of philanthropic commitments generally ranging from \$50,000 upwards, while recognising that each donor's circumstances and preferences are unique.

Stewardship & Recognition

- Develop and deliver meaningful stewardship experiences for major donors, including timely acknowledgement, regular updates and appropriate reporting on the impact of their generosity.
- Coordinate donor recognition and stewardship initiatives and activities in accordance with the Province and College's naming policy and agreed gift arrangements.



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- Ensure donors understand and can see the impact of their giving, building the foundation for future gifts.
- Build enduring relationships that encourage continued engagement and support for the College over time.

Campaign Planning & Support

- Contribute to the planning and delivery of capital and comprehensive philanthropic campaigns, including case for support development, prospect planning and campaign modelling.
- Provide regular updates to the Head of Philanthropy and senior leadership on relationship development, philanthropic opportunities, pipeline activity and progress against agreed fundraising objectives.
- Support Campaign Cabinet members and other senior volunteers in developing relationships with prospective donors, including preparation of briefings, meeting strategies and follow-up.

Records, Reporting and Compliance

- Maintain accurate, up-to-date donor and prospect records in the CRM/database, including contact reports, actions, gift details and notes.
- Produce regular reports on portfolio performance, pipeline movement and revenue forecasts for the Head of Philanthropy and senior leadership.
- Ensure all fundraising activity complies with relevant privacy legislation, the College's gift acceptance policy and sector fundraising standards.

Success Criteria

- Value and number of major gifts secured against annual/campaign targets.
- Number of meaningful donor contacts/moves completed per period.
- Timeliness and accuracy of donor records and reporting.
- Donor retention and upgrade rates within the managed portfolio.

Selection Criteria

- Demonstrated success in developing high-value relationships and securing significant philanthropic gifts, partnerships or comparable high-value commercial commitments.
- Proven track record of qualifying prospects and closing significant gifts or high-value deals.
- Excellent interpersonal and relationship-building skills, with the confidence to engage senior stakeholders and high-net-worth individuals.
- Strong written communication skills, with experience preparing proposals, briefing papers and reports.
- Sound understanding of moves management and donor lifecycle principles.
- Experience using a CRM or fundraising database to manage pipeline and records.
- High level of discretion, integrity and professionalism when handling sensitive donor and financial information.
- Experience supporting or delivering a capital campaign.
- Understanding of the independent school sector, its community structures and giving culture.
- Tertiary qualification in a related field (e.g. business, communications, not-for-profit management), or equivalent experience.



The College

Saint Ignatius' College Riverview was established in 1880 as a Catholic College for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent College, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the College and support it formally and informally within and beyond the College.

Safeguarding Children and Young People

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)



ROLE DESCRIPTION

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.