



St Mary's
ANGLICAN GIRLS' SCHOOL

PHILANTHROPY AND ALUMNI OFFICER

POSITION DETAILS

Employment Conditions

Part-time (0.6FTE), ongoing subject to successful completion of 6 month probation period

In accordance with the Educational Services (Schools) General Staff Award

Reports to

Director of Philanthropy

Last Revised

October 2025



OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: Courage ♦ Respect ♦ Aspiration ♦ Compassion ♦ Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

The Philanthropy and Alumni Officer plays a key role in supporting St Mary's growing Philanthropy and Alumni Relations teams. The position is responsible for managing the donor and alumni database, coordinating stewardship and events, and providing administrative, marketing, and communications support across philanthropy and alumni activities.

RESPONSIBILITIES

DATABASE

- ◆ Ensure the accurate input and maintenance of information on the School database.
- ◆ Develop and produce lists and reports based on a range of criteria and needs (eg prospect lists, address lists for mailouts, invite lists, donor recognition etc).
- ◆ Segment and filter data lists to support targeted communications and programs.
- ◆ Ensure data integrity by regularly reviewing and cleaning data records and ensuring quality, accuracy, and compliance with school policies.



PHILANTHROPY AND STEWARDSHIP

- ◆ Ensure appropriate donor recognition is accurately recorded in the database and prepare lists for publications.
- ◆ Research, record, track, and update prospect and donor activity and information.
- ◆ Assist with coordinating annual philanthropy campaigns and activity.
- ◆ Coordinate stewardship activities to appropriately acknowledge and thank donors.
- ◆ Assist with maintaining the donor engagement plans to ensure we maintain effective touchpoints.
- ◆ Source updates from scholarship recipients and award winners to demonstrate and communicate the impact of donor support through various publications.
- ◆ Coordinate student and alumni prizes and awards both internally with staff and externally with donors.
- ◆ Manage gift processing, including pledge fulfilment and receipting.

OTHER DUTIES

- ◆ Assist the Alumni Relations Coordinator with alumni prizes and scholarships as required.
- ◆ Provide administrative support such as filing, stock management, packing, and responding to enquiries.
- ◆ Assistance with maintaining invoices, receipting and budget records.
- ◆ Assist in the organisation of alumni and donor events. This includes working at the events, managing mailings and RSVPs, distributing run sheets and liaising with relevant staff.
- ◆ Maintain the Alumni and Philanthropy Data Procedures Manual and contribute to its development.
- ◆ Keep the philanthropy sections of the School website up to date.
- ◆ Other duties as may be required.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EXPERIENCE AND SKILLS

Essential:

- ◆ Proven experience in administration, fundraising, marketing, alumni relations, or a related field.
- ◆ Strong database and data management skills, with high attention to detail and data integrity.
- ◆ Proficiency in Microsoft Office, particularly Excel for reporting and data analysis.
- ◆ Excellent written and verbal communication skills, with the ability to prepare clear correspondence, reports, and publications.
- ◆ Strong organisational and time management skills, with the ability to manage competing priorities and meet deadlines.
- ◆ Ability to handle sensitive and confidential information with discretion.
- ◆ Strong interpersonal skills with the ability to liaise confidently with a range of stakeholders.
- ◆ Confident and professional telephone manner.
- ◆ Ability to maintain a high level of resilience and emotional agility.
- ◆ With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- ◆ Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.



Desirable:

- ◆ Experience with fundraising or CRM databases.
- ◆ Previous experience in schools, education, or the not-for-profit sector.
- ◆ Experience supporting events, from logistics through to on-the-day assistance.
- ◆ Familiarity with donor stewardship practices, alumni engagement, or community relations.
- ◆ Knowledge of philanthropy principles and best practice in donor recognition.

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.