



## POSITION DETAILS

<b>Employment Conditions</b>	Fulltime, ongoing subject to successful completion of 6 month probation period In accordance with the Educational Services (Schools) General Staff Award
<b>Reports to</b>	Director of Advancement
<b>Direct Reports</b>	Philanthropy and Alumni Officer
<b>Last Revised</b>	January 2026



**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 Manager is responsible for managing and implementing the School's long-term fundraising, donor stewardship and strategic philanthropic initiatives, and fostering positive relationships with members of the St Mary's community past, present and future. As an integral part of our respected, values-driven school community, the Philanthropy Manager plays a pivotal role in the School's philanthropic landscape.

## RESPONSIBILITIES

### STRATEGIC

- ♦ Manage and coordinate all aspects of philanthropy at St Mary's to deliver a school-wide philanthropic strategy across all donor groups and communities that is aligned with St Mary's vision to champion a culture of philanthropy and development, through collaboration, innovation, and excellence.



- ◆ Work closely with the Director of Advancement to develop a long-term fundraising strategy for securing support from the St Mary's community of current and past students, families and staff and other supporters of the School.
- ◆ Build upon a comprehensive campaign supporting infrastructure projects, scholarships, and strategic bequests.
- ◆ Manage and undertake capital campaigns, including the current SETI Centre Capital Campaign.
- ◆ Devise and direct Annual Giving appeals in support of the School's development aspirations.
- ◆ Inspire generosity through highly relational engagement initiatives and donor stewardship.
- ◆ Promote and develop bequests through the Bishop Riley Bequest Society.
- ◆ Promote philanthropy and the mission of the St Mary's Foundation in the School's communication channels and at school events.
- ◆ Effectively engage with and support the Principal, members of the Board of Governors and Foundation Board of Management, academic staff, and senior level volunteers to advance and facilitate their interactions with donors, fundraising strategies and activities.
- ◆ Develop strong community relationships to foster and develop donor stewardship.

### MAJOR GIFTS

- ◆ Continue to implement the SETI Campaign major gifts strategy and develop the strategy for future campaigns – identifying, cultivating and stewarding major prospects by building genuine and mutually beneficial relationships.
- ◆ Create persuasive and inspiring cases for support, gift opportunities and related proposals.
- ◆ Manage a portfolio of current and prospective donors with a focus on building a gift pipeline of major gifts to support the School's strategic objectives by:
  - initiating and developing strong relationships with current and prospective donors.
  - developing tailored strategies to establish mutually beneficial relationships with donors through face-to-face meetings, events and regular communications.
  - developing fundraising asks that are aligned to key strategic areas for the School whilst meeting the donor's vision, needs and expectations.
- ◆ Oversee a program of events to engage major prospects in the life of the School.
- ◆ As required, recruit and support Philanthropy ambassador's committees.
- ◆ Develop and oversee a comprehensive prospect management tracking system to identify future donors.
- ◆ Conduct prospect research to identify future donors and develop prospect profiles.

### ANNUAL GIVING

- ◆ Direct and coordinate an engaging and persuasive Annual Giving appeal which inspires support from the school community.

### BEQUESTS

- ◆ Lead and develop the bequest program, ensuring the program maintains a profile in the school community.
- ◆ Ensure members of the Bishop Riley Society are recognised and thanked and their preferred level of involvement with the School is maintained.

### STEWARDSHIP

- ◆ Embed a culture of philanthropic giving.
- ◆ Build and steward significant, long-term relationships with major donors, bequestors, and philanthropic partners.



- ◆ Implement a stewardship program which ensures donors continue to be appropriately thanked and recognised for their support.
- ◆ Ensure processes are in place to thank donors in a timely manner.
- ◆ Direct and oversee stewardship donor event concepts and contribute to their successful organisation.
- ◆ Develop and oversee the compilation of philanthropy collateral, the annual Thanks to You impact report and other donor communications. Identify opportunities to share and promote philanthropy stories and donor impact stories through the School's printed and online communication channels.

### ALUMNAE PROGRAM

- ◆ Work closely with the Alumnae Relations Coordinator to develop strong relationships with the Old Girls community.

### DATABASE

- ◆ Identify and oversee data quality and improvement projects (regular and special).
- ◆ Oversee and manage the accuracy of the financial records of gifts received.

### FINANCIAL, REPORTING, AND MANAGEMENT

- ◆ Develop and ensure adherence to philanthropy policies – gift processing procedures, naming policies etc.
- ◆ Provide timely reports as required for the Principal, Board of Governors or Foundation Board.
- ◆ Prepare and manage the Development program budget, including reporting and compliance, in line with best-practice and School policy.

### OTHER DUTIES

- ◆ Work closely with the Director of Marketing and Enrolments team to lead, develop, and implement the communications strategy for key donors, major gift projects, and campaigns.
- ◆ Attend School, donor and alumnae events necessary for developing relationships with members of the School community. These events may occur out of hours and at weekends.
- ◆ Keep abreast of developments in the charitable, education and business sectors which might provide opportunities for philanthropy activity.
- ◆ Oversee Foundation pages of the school website.
- ◆ 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.

## EDUCATION

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### Essential:

- ◆ A tertiary qualification and proven experience in a fundraising, development or a related field.
- ◆ A minimum of five years' experience in a similar role.



## EXPERIENCE AND SKILLS

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### Essential:

- ◆ Proven management and experience in philanthropy programs with a strong record of securing significant philanthropic contributions.
- ◆ Demonstrated success in donor engagement and impact, including identification and stewardship of relationships.
- ◆ A deep understanding of the philanthropic landscape in Australia, with expertise in designing and executing effective fundraising strategies that drive impact and growth.
- ◆ Exceptional influencing, negotiation, and communication skills.
- ◆ Excellent interpersonal skills and a high degree of professionalism, with demonstrated ability to build rapport and interact effectively at all levels within an organisation.
- ◆ Collaborative and highly organised, with proven success in creating meaningful outcomes through philanthropy.
- ◆ Ability to work well under pressure and manage competing tasks with a high level of attention to detail.
- ◆ An ability to work independently and within a team and leadership environment to implement change and continuous improvement.
- ◆ An appreciation of the significant positive impact a supportive community can have for the School.
- ◆ An awareness of the crucial importance of confidentiality and privacy.
- ◆ 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 in the independent education sector, including an understanding of parent and alumni cultures.

## ATTRIBUTES

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### Essential:

- ◆ Relationship focussed.
- ◆ Friendly and outgoing personality.
- ◆ Ability to communicate positively and effectively with the school community.
- ◆ Be highly organised and self-motivated.
- ◆ Ability to work collaboratively as part of a team.
- ◆ Ability to successfully manage a number of diverse tasks in a pressurised environment.



## OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

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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.