



POSITION DETAILS

Employment Conditions	Fulltime, ongoing subject to successful completion of 6 month probation period
	In accordance with the Educational Services (Schools) General Staff Award
Reports to	Director of Advancement
Direct Reports	Philanthropy and Alumni Officer
Last Revised	March 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 Head of Philanthropy 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 Head of Philanthropy plays a pivotal role in the School's philanthropic landscape.

RESPONSIBILITIES

STRATEGY

- ♦ 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, staff and supporters of the School.
- ♦ Manage and deliver a school-wide philanthropic strategy that is aligned with and supports St Mary's vision to provide opportunities where every student can pursue personal and academic excellence in a respectful and supportive environment, including:



- Manage and deliver capital campaigns, including the current Science, Enterprise, Technology and Innovation (SETI) Centre Capital Campaign.
- Devise and deliver engaging Annual Giving appeals.
- Promote and grow bequest giving through the Bishop Riley Bequest Society.
- Inspire generosity through highly relational engagement initiatives and donor stewardship.
- ◆ Effectively engage with and support the Principal, School Board of Governors, Foundation Board of Management, academic staff, and senior level volunteers to advance fundraising strategies and activities and develop strong relationships with donors.

MAJOR GIFTS

- ◆ Progress the SETI Campaign major gifts strategy and develop strategy for future capital campaigns.
- ◆ 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 pipeline of major gifts to support the School's strategic objectives by:
 - conducting prospect research, managing the prospect management tracking system and developing prospect profiles.
 - initiating, nurturing and stewarding strong and genuine relationships with current and prospective donors through face-to-face meetings, events and regular communications.
 - developing fundraising asks that are aligned to the School's key strategic areas whilst meeting the donor's vision, needs and expectations.
- ◆ Oversee a program of events and engagement opportunities to involve major prospects in the life of the School.
- ◆ As required, recruit and support Philanthropy Ambassador Committees.

ANNUAL GIVING

- ◆ Initiate and coordinate an engaging and persuasive Annual Giving appeal.

BEQUESTS

- ◆ Lead and grow the bequest program, ensuring the program maintains a profile in the school community.

STEWARDSHIP

- ◆ Embed a culture of philanthropic giving at the School, by building and stewarding long-term mutually beneficial relationships with major donors, bequestors, and philanthropic supporters.
- ◆ Implement a stewardship program which ensures donors are appropriately thanked and recognised for their support in a timely manner.
- ◆ Direct and oversee stewardship donor events from concept and contribute to their successful organisation.
- ◆ Develop and oversee the compilation of philanthropy collateral, including the annual *Thanks to You* impact report and other donor communications.
- ◆ Share donor impact stories through the School's printed and online communication channels.

ALUMNAE PROGRAM

- ◆ Work closely with the Alumnae Relations Coordinator to inspire and encourage philanthropy from the Old Girls' community.



DATABASE

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

FINANCIAL, REPORTING, AND MANAGEMENT

- ◆ Develop and adhere to philanthropy policies such as gift processing procedures, naming policies etc.
- ◆ Provide reports as required for the Director of Advancement, Principal, School Board of Governors and Foundation Board of Management.
- ◆ Prepare and manage the Philanthropy budget, including reporting and compliance, in line with best-practice and School policy.

OTHER DUTIES

- ◆ Work closely with the Marketing and Enrolments team to develop and implement a communications strategy that inspires philanthropic gifts, showcases its impact and acknowledging the support of our donor community, including oversight of the Support Us pages of the school website.
- ◆ Attend School, donor and alumnae events necessary for developing relationships with members of the St Mary's 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.
- ◆ 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

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

Essential:

- ◆ Proven experience and expertise in devising and delivering philanthropy programs that drive impact and growth, with a strong record of securing significant philanthropic gifts.
- ◆ 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.
- ◆ 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.



- ◆ 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.
- ◆ A deep understanding of the philanthropic landscape in Australia and an appreciation of the significant positive impact a supportive community has for the future of the School.

Desirable:

- ◆ Experience in the independent education sector, including an understanding of parent and alumni cultures.

ATTRIBUTES

Essential:

- ◆ Relationship focussed.
- ◆ Ability to communicate positively and effectively with members of the school community.
- ◆ Highly organised and self-motivated.
- ◆ Ability to work collaboratively as part of a team.
- ◆ Ability to successfully manage and deliver diverse tasks in a pressurised environment.
- ◆ Friendly and outgoing personality.
- ◆ Awareness of the crucial importance of confidentiality and privacy.

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.