

# Manager of Philanthropy and Advancement



## JOB OVERVIEW

### The Position

Scotch College is seeking an exceptional relationship builder to join our Advancement team as Manager of Philanthropy and Advancement on a three-year initial contract commencing in early 2027 at our Perth campus in Swanbourne.

This is a full-time position commencing, and we are committed to setting the successful candidate up for success. They will benefit from a structured onboarding process, strong team support, and ongoing professional development opportunities, together with the resources and guidance required to thrive in the role and achieve their professional goals.

### About the role

This newly created role offers an exciting opportunity to shape and grow the College's philanthropy programme, helping secure support for scholarships, facilities, educational initiatives, and other strategic priorities that positively impact current and future generations of students.

Reporting to the Director of Admissions and Advancement, you will develop meaningful relationships with donors, alumni, parents and members of the wider Scotch community, inspiring philanthropic investment and fostering a culture of giving.

This is an opportunity to shape the future direction of philanthropy at Scotch College, strengthen the College's fundraising capability and contribute to opportunities that positively impact current and future generations of students.

### Key Responsibilities

- Develop and implement the College's philanthropy strategy and annual fundraising plans.
- Build, manage and steward relationships with major donors and prospective supporters.
- Identify, cultivate and secure major gifts, endowment contributions and bequests.
- Lead annual appeals, giving programmes and targeted fundraising initiatives.
- Develop compelling cases for support, donor proposals, impact reports and stewardship communications.
- Create meaningful opportunities for donors to engage with the impact of their giving.
- Work with College leadership, volunteers, alumni, parents and community stakeholders to strengthen philanthropic engagement.
- Maintain high standards of donor management, data integrity, governance, compliance and reporting.
- Monitor fundraising performance and support the long-term growth of philanthropic revenue.

A full job description is available on our website: <https://www.scotch.wa.edu.au/employment/working-at-scotch>

### About you

You are a strategic and highly motivated relationship builder who can establish trust, influence outcomes and inspire commitment. You may bring experience from philanthropy and fundraising, or from a related field such as

business development, relationship management, professional services, financial services, client engagement, education or community organisations. You will bring:

You are a technically capable and solutions-focused professional who enjoys solving complex problems and working collaboratively with others. You will bring:

- Demonstrated success building trusted relationships with senior stakeholders, clients, donors, partners or community members.
- A track record of influencing outcomes, securing investment, generating revenue, winning business or achieving strategic growth objectives.
- Strong commercial acumen and the ability to identify opportunities and convert interest into commitment.
- Excellent written and verbal communication, presentation and negotiation skills, including proposal, presentation and report writing.
- Strategic thinking combined with the ability to execute and deliver results.
- Strong project management and organisational skills.
- High levels of professionalism, initiative, integrity and discretion.
- A collaborative approach and genuine passion for education and community impact.
- The ability to manage competing priorities and work both independently and as part of a team.
- A demonstrated commitment to child safety, wellbeing and the values of the College.

## Qualifications and Requirements

- Demonstrated success in philanthropy, fundraising, business development, relationship management, client engagement, professional services or a comparable field.
- Proven ability to build, nurture and grow trusted relationships with senior stakeholders, clients, donors, partners or community members.
- Experience using CRM databases or relationship management systems.

## Why Join Scotch College?

Scotch College is a community defined by opportunity, excellence and service. Philanthropy plays a vital role in expanding educational access, enriching student experiences and strengthening the College's future. As the Manager of Philanthropy, you will have the opportunity to build something of lasting significance. You will shape a growing programme, develop meaningful relationships with members of the Scotch community and contribute directly to initiatives that transform student lives. This is an exceptional opportunity for a high-performing relationship builder who is motivated by purpose and inspired by the opportunity to create a lasting impact through education and philanthropy.

Our employee value proposition reflects our commitment to staff through our strong sense of community, supportive culture, meaningful work and opportunities for growth. Staff in this role enjoy working across a diverse technology environment, contributing to projects that make a genuine impact on the College community, while benefiting from:

- Morning tea and lunch provided daily during term time.
- Up to six days of gifted leave each year.
- Professional learning and development opportunities.
- Free onsite parking and convenient access to Swanbourne train station.
- A collaborative and supportive workplace culture.

## About Scotch

Scotch College Western Australia is one of Australia's leading independent schools, with a 128-year-old history of academic excellence. Nestled in leafy Swanbourne on 22 spacious hectares, the College caters for 1600 students in Pre-Kindergarten to Year 12, including over 140 boarders from across the world.

We are an International Baccalaureate (IB) World School that offers a learning programme based on the Western Australian and Australian Curriculum and a choice in Years 11 & 12 of three pathways: WACE, VET or IB Diploma.

Scotch College weaves longstanding traditions and Christian values with contemporary education to foster global citizens. We are well-known for our incredible breadth of education and our supportive community.

We believe in lifelong learning and offer all staff boundless opportunities to build new skills and develop their career. Each day at work, you will access advanced technologies, work within state-of-the-art facilities, and collaborate with staff who are leaders in their areas of expertise.

Discover our abundant staff benefits at <https://www.scotch.wa.edu.au/employment/working-at-scotch>

## Application Information

Applications should be submitted via SEEK website with a cover letter addressed to the Headmaster and your current resume. Cover letters should be a maximum of one page addressing the key selection criteria above and why you would like to work as a Manager of Philanthropy and Advancement at Scotch College and what you would bring to the role.

The successful candidate will be required to provide evidence of a current Working with Children Check (WWCC) and a current Police Clearance.

Scotch College takes child protection seriously. All candidates for roles at Scotch College are subject to screening and assessment against child safety standards as part of the recruitment process.

Further information can be found on the Scotch College website: [www.scotch.wa.edu.au/view/employment](http://www.scotch.wa.edu.au/view/employment)

**Closing Date:** 9am, Monday, 2 November 2026

### **Enquiries regarding the application process**

People & Culture Office

Tel: 9460 6947 Email: [people@scotch.wa.edu.au](mailto:people@scotch.wa.edu.au)

### **Enquiries regarding professional and cultural expectations of the position**

David Kyle, Director of Admissions and Advancement

Tel: 9383 6918 Email: [David.Kyle@scotch.wa.edu.au](mailto:David.Kyle@scotch.wa.edu.au)