

Manager of Philanthropy and Advancement

JOB DESCRIPTION



Reports to: Director of Admissions and Advancement

Department: Admissions, Engagement, and Communications

Position Summary

The Manager of Philanthropy and Advancement is responsible for developing, implementing and growing the College's philanthropy programme. The role leads major gifts fundraising, annual giving, donor stewardship, bequest development and campaign support activities.

The position is focused on identifying and cultivating relationships with prospective supporters, building a sustainable pipeline of philanthropic investment and ensuring donors experience meaningful engagement with the impact of their giving.

The Manager of Philanthropy and Advancement will have the opportunity to help shape the future direction of philanthropy at Scotch College and contribute significantly to the growth of the College's Advancement programme.

Essential Criteria

Education and training

- Tertiary qualification in business, communications, marketing, fundraising or a related discipline, or equivalent relevant experience

Core competencies (knowledge, skills, and experience)

Technical

- 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
- A track record of influencing outcomes, securing investments, generating revenue, winning business or achieving strategic growth objectives
- Excellent written and verbal communication skills, including proposal, presentation and report writing
- Strong project management and organisational skills
- Experience using CRM databases or relationship management systems
- High levels of professionalism, integrity and discretion

Human relations

- A genuine passion for education and the transformative impact of philanthropy
- Exceptional relationship-building and interpersonal skills
- A natural ability to establish trust, credibility and influence with a diverse range of stakeholders
- Commercial acumen and the ability to identify opportunities and convert interest into commitment

- Confidence engaging with senior leaders, successful businesspeople, community leaders and high-net-worth individuals
- Strong strategic thinking combined with the ability to execute and deliver results
- Excellent communication, presentation and negotiation skills
- A collaborative and team-oriented approach
- Initiative, resilience and a solutions-focused mindset
- Exceptional attention to detail and follow-through
- The ability to work independently while contributing to broader organisational objectives

Additional requirements and values

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health and Safety Policy, Procedures and Guidelines
- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

Desirable

- Experience in philanthropy, fundraising, Advancement or development
- Experience within education, not-for-profit, membership or community-focused organisations
- Professional qualifications in business, communications, marketing, fundraising or a related discipline

Core Responsibilities and Tasks

Philanthropy Strategy and Fundraising

- Develop and execute the College's philanthropy strategy and annual fundraising plans
- Identify opportunities to grow philanthropic support across strategic College priorities
- Contribute to the planning and delivery of major fundraising campaigns and capital projects
- Monitor fundraising performance and recommend strategies to maximise philanthropic revenue
- Support the long-term growth and sustainability of the College's philanthropy programme

Major Gifts and Donor Engagement

- Build, manage and steward a portfolio of major donors and prospective supporters
- Identify, cultivate, solicit and secure major gifts, endowment contributions and bequests
- Develop tailored engagement plans for donors and prospects
- Facilitate meaningful interactions between donors and College leadership
- Create opportunities for supporters to engage with the impact of their philanthropy

Annual Giving and Appeals

- Lead annual appeals, giving programmes and targeted fundraising initiatives
- Develop compelling cases for support and donor communications
- Work collaboratively with Marketing and Communications colleagues to increase participation and philanthropic engagement
- Explore new opportunities for donor acquisition and growth

Stewardship and Impact Reporting

- Prepare donor proposals, stewardship reports and impact communications
- Ensure supporters receive timely and meaningful recognition and acknowledgement
- Demonstrate the impact of philanthropic support through engaging storytelling and reporting
- Foster long-term donor loyalty and retention

Relationship and Community Engagement

- Partner with College leadership, volunteers, alumni and community stakeholders to strengthen philanthropic engagement
- Support volunteer fundraising committees and advisory groups as required
- Represent the College at donor, alumni and community events
- Build strong internal partnerships to identify philanthropic opportunities and priorities

Governance and Administration

- Maintain high standards of donor management, data integrity, governance and reporting
- Ensure fundraising activities comply with relevant legislation, ethical fundraising standards and College policies
- Maintain accurate donor and prospect records using the College's CRM systems
- Prepare reports and analysis for senior leadership, Foundation directors and governance bodies

Measures of Success

Fundraising Outcomes

- Achievement of annual philanthropic revenue targets
- Growth in major gift commitments, endowment contributions and bequest intentions
- Increased donor participation across annual giving and fundraising programmes

Relationship Development and Pipeline Growth

- Growth in the number and quality of meaningful donor and prospect relationships
- Development of a sustainable major gifts and philanthropic prospect pipeline
- Increased engagement of parents, alumni and community supporters in philanthropic opportunities
- Demonstrated progression of relationships through the cultivation, solicitation and stewardship cycle

Programme Growth

- Successful delivery of annual appeals and targeted fundraising initiatives
- Increased awareness of the College's philanthropic priorities
- Growth in philanthropic support aligned to strategic College objectives

Donor Stewardship and Engagement

- High levels of donor retention and satisfaction
- Delivery of meaningful donor recognition and stewardship activities
- Positive donor feedback regarding engagement and communication

Governance and Reporting

- Accurate and timely donor reporting and record management
- High standards of compliance, stewardship and data integrity
- Delivery of insightful reports and analysis to College leadership and governance bodies

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

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