



St Aidan's Anglican Girls' School

Position Title:	Director of Development and Community
Reports to:	Principal
Key Liaisons:	Director of Marketing and Admissions, Foundation
Contract:	Full-time
Last Updated:	September 2019

The Position

St Aidan's Anglican Girls' School is a leader in providing educational services and our philanthropic programs are integral to the School's future development through the consolidation of our corporate and community relationships. The Director of Development & Community reports to the Principal and is responsible for leading the School's philanthropic programs with the primary objective being to nurture and grow fundraising revenue for the School's priorities.

Reporting directly to the Principal, the Director of Development and Community plays an important leadership role in fundraising for the School. The Director works closely with the School's Foundation. This senior role will be responsible for friend raising; fundraising; bequests; major gift programs; community relations; philanthropic grants; Foundation events management and alumni relations.

Professional Responsibilities

The Director of Development & Community will be directly responsible for the strategic planning and execution of the following:

- Short-term programs (Annual Giving)
- Medium-term programs (Campaigns)
- Long-term programs (Bequests)
- Stewardship programs (Recognising, honouring and cherishing)
- Communication (Feedback, inspiration and reporting).

Key Accountabilities

Duties include, but are not limited to:

- Develop and implement a comprehensive strategic plan for philanthropic support.
- Work in collaboration with the Director of Marketing and Admissions regarding the various School publications with appropriate content.
- Manage and implement the School's campaigns, pursuing a strategic and targeted approach to solicitation of funds for specific projects.
- Manage and promote established philanthropic programs.
- Identify and develop appropriate relationships with existing and prospective donors so that the School interacts with donors in a united and integrated way.
- Manage and develop an effective bequest giving program.
- Research and obtain information to build on the existing database through the creation of accurate and up to date donor profiles.
- Organise and manage appropriate donor recognition.
- Develop and implement a stewardship program.
- Assist in the planning and hosting of appropriate functions associated with each fundraising program to promote and encourage philanthropic support.
- Monitor and research trends in development and implement best practice.

Key Selection Criteria

- Relevant tertiary qualifications, or equivalent combination of relevant work experience and/or education.
- Experience working with a Foundation which is its own incorporated entity.
- Successful track record in philanthropic fundraising and an understanding of its applicability to an educational environment.
- Demonstrated high end professional fundraising experience with demonstrated high level results in the area of major gifts.
- Ability to provide strategic direction for the School's fundraising program.
- Outstanding communication, presentation and interpersonal skills.
- Ability to develop, maintain and manage key relationships.
- Ability to articulate an informed enthusiasm for independent girls' education.
- Proficiency in database management for fundraising purposes.
- Sound judgment, integrity and personal credibility.
- Demonstrated advanced computer skills including a sound understanding of Microsoft Office Suite.

Qualifications, Experience and Competencies

The position requires a self-starting and energetic professional who is able to work successfully with a wide variety of stakeholders and who has the ability to elicit the respect and trust of all constituents and external partners. The ideal candidate will possess the following professional and personal abilities, attributes, and experiences:

- Demonstrated ability to successfully manage multiple priorities, solve problems, undertake research and to think strategically and tactically about opportunities to raise funds, balance competing priorities, and work collaboratively with colleagues.
- Outstanding communication, organisational and leadership capability, and an awareness of how invaluable Social Media platforms are to achieve success will thrive in this collaborative environment.
- You are cognisant of your impact on others and this self-awareness has aided you to build an enviable track record of acquiring and developing new business.
- Your integrity and ethics are beyond reproach and you are drive to exceed targets and expectations.
- Ability to set the tone for an organisational culture that combines respectful collaboration with disciplined productivity within a not-for-profit environment.
- Positive work ethic, able to complete tasks independently with minimal supervision in a deadline driven environment and able to manage multiple priorities.
- Excellent oral and written communications skills; used in one-on-one settings and in large group meetings.
- Demonstrated capacity to manage, maintain and extract accurate information from a fundraising database.
- Demonstrated ability to prepare and deliver high quality, inspirational, creative and pertinent presentations.
- Proven ability to maintain longitudinal comparative statistics and data analysis to inform future strategies and programs.
- Proficient in Microsoft Office suite.
- Thorough working knowledge of a relationship database.