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<b>Position Title:</b>	<b>Foundation Manager</b>
<b>Prepared:</b>	<b>December 2019</b>
<b>Reports to:</b>	<b>Principal</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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### Position Purpose

The Foundation Manager is responsible for the community engagement, with a focus on philanthropy, throughout the College, while nurturing and maintaining positive relationships.

This includes coordination of events and administration associated with the Old Collegians and Foundation of St Leonard's College; and will develop and implement marketing and communication strategies to support the Alumni and foster ongoing relationships and connection with current and past students and members of the wider College community.

### Position Status

The position is a permanent position, with time allocation to be reviewed annually.

Working hours include evenings and weekends as events command, as part of regular hours.

### Reporting Relationships

The Foundation Manager is responsible to the Principal.

### Duties And Responsibilities:

#### Development and Planning

- Develop and execute the Alumni and Foundation strategic plan
- Conduct on-going market research and measurement of Alumni and philanthropy

#### Marketing and Communication

- Manage the marketing and communication strategy, with the Director of Marketing and Communications, to support and enhance College objectives related to Alumni and Foundation
- Maintain Alumni databases and website

#### Events

- Create and develop the annual Alumni events calendar
- Undertake event planning including management of the event brand, invitations, promotion and RSVPs for the events and post-event communication
- Preparation of event briefs for College Principal and other stakeholders (where applicable)
- Host reunion events, including Harefield Club (currently there are between 12 and 14 per year)
- Coordinate and attend Foundation events
- Assist with Valedictory Dinner

## **Foundation**

- Provide leadership and support to the Foundation and Foundation members that maximises donations / bequests and foster networks / individuals that will have a positive influence on fundraising income
- Conduct research and develop and maintain comprehensive profiles on all prospective major donors
- Prepare the agenda and lead Foundation meetings
- Coordinate Annual Giving and capital campaigns
- Coordinate Annual Golf Challenge
- Manage Harefield Club
- Build and maintain relationships with VIP's
- Build the profile of Foundation

## **Budgets**

- Manage budgets for Alumni

## **Other Tasks**

- Alumni gifts
- Support archives and marketing as required
- Manage any special projects as required
- Manage VIP list in consultation with the Principal's PA
- Other projects and activities as directed by the College Principal

## **Skills and Knowledge**

- Experience at senior management level in philanthropy
- Excellent computer skills including Microsoft Word, Excel, Outlook, PowerPoint
- Knowledge and use of the College database, Synergetic
- Excellent communication and writing skills
- Excellent relationship management skills
- Self-starter and highly energetic
- Excellent organisational skills
- Flexibility and ability to handle multiple tasks and meeting deadlines
- Ability to work independently and as member of a team
- Event management background highly regarded

## **General Responsibilities**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.

- College Standards - all staff are expected to actively support the following standards;
  - Communication – effective, helpful and positive.
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
  - Accountability – we do our work with honesty, integrity and enthusiasm.
  - Performance – we perform to the best of our ability.
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

### **Child Safe Responsibilities**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.