



## POSITION DESCRIPTION

<b>Position name</b>	<b>Advancement Manager</b>
<b>Employment Status</b>	Permanent
<b>Load</b>	0.8 – 1.0 FTE with a requirement for some evening and weekend work.
<b>Classification</b>	Grade 5/6 (dependant on experience and skills)
<b>Key Relationships</b>	Reporting to the Director of Philanthropy, this role is an integral part of the Philanthropy team and works collaboratively with several internal and external stakeholders including but not limited to: <b>Internal:</b> Philanthropy team, Marketing and Community Team, Advancement Committee, Scotch College Foundation <b>External:</b> Current and past parents, Old Collegians, Donors and prospective supporters, broader community and friends.

### Our Mission:

Scotch College empowers young people to transform their world and its future.

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 school that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co-curricular and service programs across ELC to Year 12.

We are a forward looking, externally focused community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced.

### Position Objective:

The Advancement Manager is responsible for building and nurturing relationships with a variety of different stakeholders to increase engagement and philanthropic support in order to secure the College's long-term future. The role is responsible for managing and executing the College's annual giving and regular giving programs as well as meaningfully engaging with and stewarding confirmed Gift in Will donors and prospects, who form the Gratton Society. Delivery of the College's philanthropy communications and marketing strategy in conjunction with the Director of Philanthropy is also a key part of this role.

### Position Overview:

The Philanthropy Department is responsible for cultivating a sustainable culture of philanthropy to help develop and nurture Scotch College for future generations. Like our Founders, our community has demonstrated a commitment to the vision of our forebears in recent years and the role of the Philanthropy team is critical to ensuring we continue to nurture, engage and understand our broad and diverse community in order to gain philanthropic support.

Reporting directly to the Director of Philanthropy, the Advancement Manager is an integral member of the Philanthropy team and will play a key role in the delivery of the College's philanthropic objectives and position the College for continued success for the next 100 years.

## Key Responsibility Areas:

### 1. Donor relations, stewardship and events

- Design and oversee a comprehensive donor stewardship program which celebrates the impact of giving at Scotch
- Build, maintain and nurture relationships with our community through the Moves Management Cycle from discovery, cultivation, solicitation through to stewardship
- Develop, manage and execute events, activities and functions which meaningfully engage our community of donors, prospective donors, volunteers, ambassadors and advocates
- Conduct prospect research and management to ensure the maintenance of comprehensive profiles on all major and prospective donors
- Where appropriate, represent the Philanthropy Team at Old Collegian and College events to promote philanthropy at Scotch, and be an ambassador and advocate for the College's philanthropic programs
- Develop individual tailored plans to engage, cultivate, solicit and steward donors and potential benefactors
- Work collaboratively with the Scotch College Foundation, Advancement Committee, Gratton Society, Webb Society and the Philanthropy team to develop and implement effective donor engagement strategies that support the College's purpose, vision and values
- In conjunction with Director of Philanthropy, investigate and active avenues of grant funding for College and assist in the preparation of impact reporting
- Ensure that agreed targets are met and programs delivered
- Record all cultivation, solicitation and stewardship activities in the College database

### 2. Giving Programs (Annual Giving, Major Gifts and Gift in Wills)

- Manage, coordinate and execute the College's annual giving and regular giving programs in collaboration and consultation with the Director of Philanthropy and other members of the College
- Develop and manage fundraising plans and timelines in alignment with the College's strategic plans
- Develop strategies to ensure broad community participation in the College's annual giving and regular giving programs
- Develop strategies and foster relationships with staff and, where appropriate, student leaders, to increase participation rates and awareness of the College's annual giving, regular giving and philanthropic programs
- Develop strategies to engage volunteers to assist in delivery and success of the College's annual giving, regular giving programs and campaigns
- Maintain and manage an effective donor relations strategy and gift in Will strategy that reflects ethical fundraising practices
- Assist the Director of Philanthropy in soliciting gifts from principal and major donors to help achieve the College's current and future philanthropic priorities
- Actively manage a portfolio of major gift and gift in Will prospects that support annual giving, major gifts and gift in Will programs
- Maintain and align with an annual calendar of major donor engagements, to expand and strengthen the College's immediate and long-term philanthropic support program
- Support the Director of Philanthropy with their responsibilities, as appropriate

### 3. Communications

- Curate content and manage the production of the Impact of Giving report and other philanthropic communications collateral (Scotch Reports, website, gift in Will publication etc)
- Work collaboratively with partner agencies and other suppliers to create and maintain all giving collateral including solicitation materials, campaign website, online giving platforms etc.
- Contribute to the ongoing creation and publication of stories of impact
- Work closely with the Director of Philanthropy, Marketing and Community Team as well as other key stakeholders across the College to raise the profile of philanthropy at Scotch through innovative communications

- Help develop and execute the communication strategy for key donors and campaigns

#### 4. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies

#### 5. General

- To undertake other responsibilities as requested by the Director of Philanthropy
- Must be willing to work out of ordinary hours (including weekends) to support philanthropy initiatives, activities and events.

### Key Selection Criteria: Qualifications, Skills and Experience

#### Essential experience

- Demonstrated experience in building and nurturing relationships with a broad range of stakeholders
- Demonstrated ability to curate meaningful stories of impact, write engaging content and manage the delivery of publications and other marketing and communications collateral
- Demonstrated experience in delivering and executing events that meaningfully engage stakeholders
- Demonstrated ability to manage multiple projects in a timely and efficient manner
- Proven ability to identify, cultivate and steward major gifts, relationships or partnerships
- Fundraising within an educational institution would be extremely beneficial
- Experience in developing and implementing effective Gifts in Wills and annual giving programs

#### Qualifications, skills and knowledge

- An appropriate tertiary qualification with a minimum of 6 years' industry experience in stakeholder engagement, relationship management, philanthropy, fundraising and communications
- Sophisticated and nuanced interpersonal and communication skills to negotiate, motivate, influence and build relationships with a wide range of stakeholders
- A skilled negotiator who will represent the best interests of Scotch College at all times
- Experience of working with Boards, Committees or Foundations
- Demonstrated experience in the use of systems and databases
- Experience with and a deep understanding of South Australian philanthropic communities, or similar
- Advanced competence in the MS Office suite.
- Relevant tertiary qualifications or membership of Educate Plus is highly regarded

### Key Selection Criteria: Personal Attributes

- Ability to maintain confidential and sensitive information and use discretion
- Ability to work autonomously and as a valued member of the Philanthropy Team
- Self-starter who can demonstrate initiative
- Demonstrated ability to develop effective relationships with a wide variety of stakeholders
- Proven ability to manage deadlines, complex projects and tasks
- Highly motivated and organised self-starter with a strong attention to detail
- Ability to build networks with industry bodies and to stay abreast of industry trends and opportunities

### Conditions of Employment:

- Must be eligible to work in Australia.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.

### Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

**Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.**