

Fundraising Manager

OVERVIEW

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements. Leaders are expected to reflect the values of Mary Aikenhead Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. In particular, Leaders are called to model and practice the Dimensions described in the document By This Everyone Will Know:

- The love of Christ Impels us
- Preferential option for the poor
- Going to the margins
- Trust in divine providence
- Called to be extensively useful
- Contemplatives in action

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

COMMITMENT TO CHILD SAFETY

Every staff member appointed to a position at St Columba's College will be a suitable person to engage in child-related work and will have:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- a working knowledge of the College's Child Safety Policy, Child Safe Code of Conduct and Professional Boundaries Policy.

PRIMARY OBJECTIVE OF THE ROLE

The Fundraising Manager will be responsible for developing the St Columba's College Fundraising Strategy, to grow the College's fundraising income, and to develop and maintain partnerships that support the development of a Philanthropic Culture at the College.

MAJOR AREAS OF RESPONSIBILITY

The Fundraising Manager will:

- I. develop, implement and review the College's Fundraising Strategy in response to the College's Strategic Intent to develop a philanthropic culture at the College.
- II. general responsibilities related to Philanthropy

STATEMENT OF DUTIES

THE FOLLOWING DUTIES ARE ALIGNED TO THE MAJOR AREAS OF RESPONSIBILITY OF THE DIRECTOR OF STUDENTS

<p>Develop, Implement and Review the College's Fundraising Strategy</p>	<ul style="list-style-type: none"> – develop the College's Fundraising Strategy – develop an annual Bequest Campaign Strategy – support the Principal as the public face of fundraising activities – support key personnel to develop and sustain donor relationships – oversee and execute fundraising budgets to support the College to meet its medium to long term needs – develop an understanding of the capacity for giving within the community – ensure that the Board and Leadership Team are aware of fundraising avenues related to the Fundraising Strategy – produce detailed, regular reporting for the Principal, Business Manager and College Board on fundraising campaign outcomes against targets – identify and develop new revenue streams while augmenting existing opportunities – oversee the ongoing development and maintenance of the CRM database – work closely with the Marketing and Development Coordinator to promote fundraising messages and objectives across all channels – use a holistic approach for integrated campaigns to optimise outcomes, analysis and reporting – create long-term growth and retention strategies, developing fundraising investment business cases and presenting to the Board – engage with external agencies as needed to implement elements of the Fundraising Strategy – work with the Principal and the Business Manager in developing and promoting the annual Building Fund Campaign, ensuring this is closely linked to the College's Master Plan
<p>General Responsibilities</p>	<ul style="list-style-type: none"> – source opportunities for grant applications; take responsibility for the submission and tracking of grant applications. – support the development and management of key points of celebration in the life of the College, for example, St Columba's Day, School Assemblies, end of year celebrations, Reflection Days – ensure that staff members and students implement sustainability best practices
<p>Other</p>	<p>The Fundraising Manager will, at times, be required to undertake other duties related to the role as directed by the Principal.</p> <p>In negotiation with the Principal it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>

RISK AND OCCUPATIONAL HEALTH AND SAFETY

The Fundraising Manager will:

- comply with legislated occupational health and safety practices and participate in consultative processes

	<ul style="list-style-type: none"> – observe safe work practices in accordance with training and instruction given – identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety) – promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility
Team Membership	Marketing Team College Development Team Philanthropy Committee (ad hoc, as required)
Background & Qualifications	Relevant experience (education and philanthropy preferable) Relevant tertiary or professional qualifications in marketing, fundraising, business or similar desirable
Other Requirements	Flexibility to vary working hours to fulfil requirements of position Professional Business attire
Contract & Conditions	<p>FTE: 0.4 FTE</p> <p>Tenure: 4 years (2024 – 2027)</p> <p>Remuneration: Education Support Officer, Category C (7 weeks leave), Level 4, sub (category will depend on experience)</p> <p>Conditions: Entitlements under the Catholic Education Multi-Employer Agreement 2022</p>

AUTHORISED BY: PRINCIPAL
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