Full-time Position

Ruyton Girls’ School is a forward thinking independent K – 12 school with a long tradition of academic success and co-curricular achievement. Our focus is on preparing girls for a lifetime of learning, leadership and engagement in our global community.

The Director of Philanthropy and Engagement is responsible for the development and implementation of major capital campaigns, annual giving, bequests and mid-level fundraising activities, including the efficient stewardship of donors, building and sustaining positive supportive community relations. Skilled in effective relationship development with a proven ability to build a positive team culture, the Director of Philanthropy and Engagement will effectively lead and enthuse staff and volunteers, and work with the various stakeholders of our community to gain their support and advocacy.

**The key responsibilities of the Director of Philanthropy and Engagement include:**

**Strategic Focus**
- Strategic and practical leadership, development and management of the School’s philanthropy and community engagement strategy and programmes, staff, volunteers, budgets and resources
- Ensuring a seamless integration and sharing of ideas, resources and strategy across the key community relations roles

**Philanthropy**
- Fostering and building a strong and inclusive culture of philanthropy at Ruyton
- Building and maintaining strong and positive relationships with staff, donors and potential donors
- Recruiting, organising and inspiring volunteers and donors
- Designing, developing and delivering a bespoke and effective fundraising programme
- Evaluating and analysing current fundraising activities to ensure revenue and programme growth
- Managing and promoting fundraising communications
- Ensuring fundraising activities are collaborative and integrated into the overall strategy and culture of the School
- Developing and leading major and minor capital campaigns
- Leading and managing the annual fund, bequest programme, mid-level gifts and other agreed fundraising initiatives

**Stewardship**
- Implementing the Stewardship programme
- Building, with alumnae and parents, a keen interest in, and desire to support, the School and its vision, mission and strategic priorities
- Arranging tours of sites, visits by prospective donors and thank you events
- Ensuring accurate donor management and records are maintained
Community Engagement
- Planning, delivering and coordinating Ruyton's community engagement strategy and programmes to build a well-informed connected community of friends, advocates and supporters.
- Overseeing the activities and support services provided by the School to the Old Ruytonians Association (ORA), Parents of Ruyton (POR) and other School support groups.
- Ensuring a shared understanding and common purpose across the Ruyton support groups.

Working Relationships
- Lead the Philanthropy and Engagement staff.
- Collaborate and work closely with the Director of Communications and Marketing.
- Work closely with the Chair of the Foundation.
- Report to the Principal.
- Member of the School Executive.

Key Selection Criteria
- Appropriate tertiary qualifications.
- Commitment to girls’ education.
- Expertise in philanthropy and engaging community.
- Excellent communications skills, presentation and inter-personal relations.
- People management skills.
- Excellent organisational and administrative skills, including research skills and strategy development.
- Ability to maintain discretion and reliability for confidentiality.
- Proven ability to work collaboratively within a high-performing environment.
- Ability to work well in a shared leadership setting.
- Ability to build long-term relationships.
- High level of digital competence.

Personal Characteristics
- An individual with a deep belief in and commitment to education and the ideals and mission of Ruyton.
- A person of integrity, personal credibility and good judgment who remains calm under pressure.
- A pro-active person with an excellent work ethic.
- Emotionally mature with a good sense of humour.
- The flexibility and sensitivity to work with diverse personalities and situations.

General
- Support the vision, ethos and culture of the School.
- Contribute to and support the strategic directions of the School.
- Support all Ruyton policies.
**Expectations of Staff**

Ruyton staff members are expected to maintain professional and responsible attitudes, to treat others with courtesy and consideration, and to communicate respectfully and effectively.

All members of the Ruyton community – students, staff and parents – are required to:

- treat each other with courtesy and respect
- respect the right of each person to learn/ work without disruption
- accept responsibility for their own progress and development
- accept responsibility for maintaining safe, clean and pleasant surroundings
- demonstrate self-respect and uphold Ruyton’s reputation through their appearance and actions
- to notify responsible staff promptly any Occupational, Health and Safety issue/s which compromise the aim of maintaining a safe school environment
- obey the law.

**Terms and Conditions**

1) Out-of-hours work is required. Time-in-lieu may be granted, at times mutually agreed between the employee and the Principal.

2) Annual Leave is 6 weeks per annum, with a minimum of 2 weeks at Christmas, and 1 week in the September holidays are taken when the School is closed. The remaining weeks will be taken within school holidays or by negotiation with the Principal.

3) Other Leave (Sick Leave, Carer’s Leave etc.) is granted as per the School’s Collective Agreement for Administrative Staff.

4) The School provides a professional learning programme for staff, such professional learning to be discussed and agreed with the Principal.

**TO APPLY**

Applicants should be aware that a current Working with Children Check (WWCC) is the minimum requirement for employment at Ruyton Girls’ School. It is an expectation that the following documentation, accessible from the employment page of our website, [www.ruyton.vic.edu.au](http://www.ruyton.vic.edu.au) be read by applicants prior to submitting an application:

- Ruyton Child Safety Policy;
- Ruyton Child Safety Code of Conduct;
- Ruyton Code of Ethical Conduct.

Should you have any questions or need further clarification about these documents we invite you to send your questions to principal@ruyton.vic.edu.au

We are committed to child safety and have zero tolerance to child abuse.

Enquiries regarding the role should be directed to Mrs Elizabeth Blumbergs, blumbergse@ruyton.vic.edu.au or phone 9819 2422.

Applications, including the names of two referees, should be emailed to Ms Linda Douglas, Principal principal@ruyton.vic.edu.au by 9.00am on Monday 3 June 2019. No hard copies please.