

Advancement Manager

- Make a difference to the future of our students
- Supportive and collegial team environment
- 0.8FTE to 1.0FTE, with flexible hours, as negotiated
- Work for an Employer of Choice

About BGS

Founded in 1882, Brighton Grammar is an Anglican school passionate about developing, inspiring and guiding each boy to achieve his personal best in every way. The School's cutting-edge teaching and learning techniques, supported by a research centre, attract the best minds in education.

The role

As we continue to build upon our success in philanthropy, an opportunity has arisen for an experienced fundraiser to join our high-performing team of development professionals.

Working as our Advancement Manager, your main focus will be to strengthen the annual giving program, further develop our mid-level gift fundraising program, and to build upon the stewardship of donors.

Reporting to the Director of Advancement, this fantastic role (0.8FTE to 1.0FTE negotiable) offers flexible working conditions and the opportunity to make a significant impact on giving at Brighton Grammar School.

To be successful in this rare opportunity, you will require:

- Appropriate tertiary qualifications and/or demonstrated experience in a fundraising position.
- Discretion and reliability for confidentiality in the conduct of community fundraising.
- Excellent communication skills and inter-personal relations.
- Strong organisational and administrative skills and a demonstrated ability to prioritise work flow.
- Able to make sound judgements, coordinate activities and meet deadlines without supervision.
- High level of technical competence in MS Office, particularly Word and Excel, and with email, internet and alumni/community databases.
- Familiarity with an educational environment would be highly regarded.
- Evidence of COVID-19 Vaccination status, a current Working with Children Check and Police check or the willingness to obtain this.

Want to find out more?

To view the position description or to apply, visit www.brightongrammar.vic.edu.au/jobs.

For enquiries, please contact the Human Resources Team via humanresources@brightongrammar.vic.edu.au All applications will be treated with strictest confidence.

Applications close: Friday 3 June 2022, 5pm. Please note: shortlisting and interviewing *will* commence prior to the application closing date as we'd like the successful applicant to commence ASAP.

Brighton Grammar School is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.