

Support and Operations



Director of Alumni and Philanthropy

Position Description	Director of Alumni and Philanthropy
Reporting	Head of Advancement
Location	On Site Summer Hill Campus
Agreement/Award	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2020

Mission Statement

Trinity Grammar School provides boys with a thoroughly Christian education in mind, body and spirit.

Purpose of the position

The primary purpose of the Director of Alumni and Philanthropy is to establish, develop and implement a range of fundraising programmes within Trinity Grammar School to foster philanthropic support. This role works closely with the Head of Advancement to create positive, supportive and enduring relationships between the School and its community. These relationships are essential in providing an opportunity for enhancing the School's financial and social sustainability through philanthropy and advocacy.

The Director of Alumni and Philanthropy reports to the Head of Advancement who has overall responsibility for alumni, fundraising, communications and marketing. The Director of Alumni and Philanthropy provides the content and leadership to inform, manage, implement and evaluate the School's philanthropy programmes, to provide philanthropic funds for facilities, resources, bursaries and other priority areas.

The Director of Alumni and Philanthropy will positively and actively engage in a culture of professionalism with a focus on securing significant philanthropic support for the School, through the development and implementation of the School's fundraising strategy.

All staff at Trinity are positive in support of the School's traditions and Christian ethos and are expected to be resilient, flexible, enthusiastic, competent and dynamic team members who consistently model professional behaviour and collaborative engagement within the daily life of the School.

Members of the School community are expected to abide by the School's core staff documents, co-operate with the senior staff, and establish and maintain effective relationships with teaching staff, support staff, students and parents while maintaining high levels of confidentiality and professionalism at all times.

Key relationships

All staff are appointed by the Headmaster and are responsible to him for the overall performance of their duties.

The Headmaster delegates authority to the School Executive for the effective management of the School.

The Head of Advancement will provide guidance and instruction on day to day duties.

The Head of Human Resources will provide support and assistance to individual pastoral care requirements.

Support and Operations



Key accountabilities

1. Establish an Alumni and Philanthropy Office and create all necessary and appropriate policies and processes to support successful philanthropic fundraising activities at the School and ensure compliance with state and national laws and Trinity Grammar School policies, procedures and guidelines
2. Build an effective team of fundraisers with clear KPIs and employ accountability-based management practices that support the Christian ethos of Trinity Grammar School
3. Establish, develop and implement a range of fundraising programmes within Trinity Grammar School and build a sustainable culture of giving at Trinity Grammar School
4. Develop and lead the School's advancement strategy and programmes to build a well-informed connected community of friends, advocates, supporters and benefactors
5. Manage the efficient stewardship of donors and plan and implement a range of stewardship activities
6. Model the Christian values of the School and provide a Christ-like example to all within the Trinity Grammar School community
7. Effectively use the School's Administration and Communication Systems to maintain formal records and information required by the School
8. Promote ethical, efficient and appropriate use of physical resources, information technology (equipment and software) and social media

Role Responsibilities

General

1. Responsible for the financial management of the Alumni and Philanthropy Office, working with the Bursar to develop budgets, create forecasts to support the costs, gather and analyse data, and conduct financial due diligence. Plan for the long-term needs of the Office with respect to human and physical resources, prepare an annual budget reflecting these requirements and then manage the budgetary process throughout the year.
2. Develop and implement appropriate strategies and action plans and drive activity to increase philanthropic revenue for the School
3. Execute the School's strategic goals, in consultation with the Headmaster and other members of the School Executive and identify and manage the impact on the day-to-day needs of the School
4. Prepare and deliver regular presentations and reports to the Headmaster, School Council and the Head of Advancement
5. Establish overall targets and annual KPIs and develop the same for other members of the Alumni and Philanthropy team

Fundraising

1. Establish a Alumni and Philanthropy Office and create all necessary and appropriate policies and processes to support successful philanthropic fundraising activities at the School
2. Establish and manage a CRM and ensure is fit for purpose and work with the School's ICT Department to effect any necessary changes to fulfil this task
3. Establish and administer fundraising targets

Support and Operations



4. Work with the Headmaster, Head of Advancement, staff, Council, Foundation and volunteers in helping build and nurture a culture of philanthropy at Trinity Grammar School
5. Work with the Head of Advancement, Headmaster, staff, Council and volunteers in supporting the School's fundraising programmes and activities
6. In consultation with Head of Advancement, plan and develop an effective and efficient Annual Giving programme in line with the School's overall priorities and direction
7. Segment donors and prospective donors according to their constituencies in order to make each Annual Giving request as personal and specific as possible
8. Personally solicit leadership gifts for the Annual Giving from major donors and other key constituents
9. Identify potential major donors or bequest members identified through Annual Giving and alumni activities
10. Organise functions to promote philanthropy within the School
11. Oversee receipting, thank and follow up donors, maintain donor and Foundation records including pledge reminders and donor files
12. Identify and plan personalised approaches to potential high-level donors in support of agreed philanthropic priorities
13. Plan, develop and implement a bequest programme that builds the profile of bequest giving at Trinity Grammar School, particularly with alumni, former Council members and long-serving staff
14. In line with the Marketing and Communications strategic plan, prepare fundraising and stewardship-related material for website, magazine, articles, videos and the like

Community/Stewardship

1. Develop, organise and implement stewardship events
2. Plan and implement a range of stewardship activities, including, corresponding with the donors of named scholarships regarding award recipients and information on their funds, updating Annual Giving donors on the impact of their support, and preparing an annual Impact of Giving/Foundation report
3. As a member of the Advancement team, attend designated alumni reunions and community events
4. Build with alumni and parents a keen interest in, and desire to support, the School and its objectives
5. Maintain excellent fundraising and stewardship records on the School community database

Professional Development

1. Continuously display professional knowledge and skills through presenting and attending external workshops, conferences and leadership within a professional association
2. Maintain a professional network and engage in ongoing professional learning
3. Conduct research into operational best practice matters and provide appropriate literature of findings to the School Executive
4. Development of knowledge and experiences to enhance a growth mindset, build leadership opportunities and improve management skills



Professional Experience and Requirements

Essential

- ▲ Tertiary qualifications (Bachelor of Business (Philanthropy and Nonprofit Studies) or similar
- ▲ Valid NSW Working With Children Check (Employment status)
- ▲ Valid COVID-19 Vaccination Certificate or COVID-19 Vaccine Medical Contraindication Exemption
- ▲ Current First Aid Certificate
- ▲ Current CPR Certificate
- ▲ Membership of the Fundraising Institute of Australia (FIA) and/or Educate Plus

How to apply

For more information please visit <https://www.trinity.nsw.edu.au/>

To apply for the role, please visit [Application Information](#)