



**GEELONG GRAMMAR SCHOOL®**  
EXCEPTIONAL EDUCATION

## Campaign Manager

### Full-time ongoing role

Are you ready to engage one of Australia's most dynamic and diverse school communities?

Our School is going through an exciting phase of growth, working with our community to support our strategic priorities and enable exceptional outcomes for students and the community.

To drive this engagement, we are seeking to appoint a Campaign Manager. The Campaign Manager will work closely with the Head of Advancement to provide oversight of plans and activities to achieve philanthropic outcomes, contributing to strategy development, engagement tactics, donor stewardship and acknowledgment, and tracking of philanthropic outcomes.

#### About us

Geelong Grammar School is one of the world's leading co-educational boarding and day schools. Offering exceptional educational opportunities across four campuses from Early Learning to Year 12, Geelong Grammar School is committed to making a positive difference for students, staff and the community. We believe in prioritising wellbeing, adventure, creativity and academic rigour, and we value wisdom.

#### About the role

Reporting to the Head of Advancement, key responsibilities of this role include:

- Project management of campaign-specific initiatives and participation in planning and implementation of annual Advancement projects and activities.
- Management of marketing and other campaign materials to support donor engagement, within budget.
- Oversight of donor cultivation and stewardship initiatives, including through the delivery of relevant events and communications.
- Leadership of prospect management processes.
- Oversight of data management practices and reporting tools to support the ongoing work of the Advancement team, including revenue forecasting, and to inform key stakeholders, including the Campaign Committee, Foundation Board, School Council and Executive.

#### About you

This opportunity will suit someone who has:

- Relevant qualifications and/or proven experience in fundraising, or a similar role, ideally within a non-profit and/or educational environment.
- Exceptional project management skills and time management.
- Demonstrated ability in strategic planning and creative thinking, with well-developed analytical and problem-solving skills.
- A sound knowledge of the principles of marketing, communications and fundraising, particularly within the education sector.
- Previous experience working within a complex customer focussed organisation and a proven capacity to work effectively within a team environment.
- An ability to be flexible, adaptable and innovative to meet the changing needs of the organisation and clients, including the capacity to demonstrate initiative and work autonomously when required.

This position will require the ability to work across all campuses, including attending weekend and evening events, as well as overnight stays, as required.

**Why work with us?**

Supportive management and fun, collaborative team.

Free on-campus car parking, access to the Handbury Centre for Wellbeing (Gym/Pool), lunch provided during term time and other School community benefits.

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

For further details visit the Employment page on our website: [www.ggs.vic.edu.au/employment](http://www.ggs.vic.edu.au/employment)

**Applications close at 4:00pm on Wednesday 8 May 2024.**