



Christ Church Grammar School

DUTY STATEMENT

Advancement and Stewardship Co-ordinator

DATE: 2024

STATUS: Ongoing

TIME: Full-time, 1.0 FTE

HOURS: 37.5 hours per week. Located on campus. Flexibility to work outside designated hours. Four weeks annual leave to be negotiated and taken when mutually agreed.

FACULTY/AREA OF RESPONSIBILITY: Office of Advancement

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders.

POSITION OVERVIEW:

An integral position to the Office of Advancement, the role co-ordinates the cultivation and stewardship activities to enable best practice in the management of donors and stakeholders. Overseeing a prospective pipeline of 40 donors, the position will support the Director of Advancement to solicit gifts in support of the annual giving program, capital campaign and bequests (The Mitre Society).

This role offers a unique opportunity to contribute to philanthropy by developing relationships with the school community to support the School's strategic plan, masterplan and the Advancement strategic plan.

LINE MANAGEMENT:

Reporting directly to the Director of Advancement.

WORKING RELATIONSHIPS:

- Director of Advancement
 - Members of the Executive
 - Donors and corporate stakeholders
 - Finance Team
 - Communication and Engagement Team
 - Facilities Team
 - Chartwell's catering
 - ICT Team
 - Administration staff
 - Graphic designers and printers
 - Christ Church Grammar School Old Boys' Association, Parents' Association and wider community groups
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DUTIES AND RESPONSIBILITIES:

- Support the Director of Advancement to increase the income for annual giving, capital campaign and scholarships by cultivating and thanking donors

- Implement the departmental annual calendar of events with the aim to maximise attendance and connection to the school. This includes drafting invitation text, booking facilities, arranging catering and liaising with the Communications Team to send out invitations
- Co-ordinate meetings between the Executive, Old Boys' Association, Parents' Association and Council twice a year
- Co-ordinate the design and data extraction for the annual giving campaign
- Work in partnership with the Old Boys' Association to raise funds for the school
- Research and produce donor profiles and individual donor cultivation plans
- Create newsworthy stories to showcase and highlight the impact of philanthropy across the School
- Assist in the growth and development of The Mitre Society, ensuring gifts are appropriately stewarded and implemented in accordance with the donor's wishes
- Provide administrative support for donor stewardship, mailings, events, electronic communication, or other collateral as needed
- Support the Director of Advancement in the delivery of fundraising campaigns and bespoke projects
- Maintain the integrity of information on the School's CRM (Synergetic) by updating contact details, relationships and documenting moves management and engagement opportunities
- Managing the Advancement email inboxes
- Occasional after-hours event attendance will be required
- Other duties that may be assigned

KEY RESULT AREAS

Behavioral Descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Excellent interpersonal and communication skills
- Exercise judgment and solve problems within the scope of the position
- Undertake tasks with accuracy, professional competency and within prescribed deadlines
- Maintain confidentiality at all times
- Undertake safe work practices
- Willingly undertake other duties to support the School and Office of Advancement

Team Participation:

- Work closely and co-operatively with all staff members
- Contribute positively and constructively with the school community
- Ensure performance consistent with the ethos, aims and objectives of the school

Customer Outcomes:

- Seek to understand and demonstrate awareness of customer needs and interests, aligned to School priorities and strategic direction
- Exhibit awareness of the need for sensitivity and confidentiality in dealing with all members of the school community
- Identify and meet the needs of internal and external customers and ensure that agreed customer expectations such as timely and accurate responses are met
- Deliver exceptional customer experiences to support the engagement, retention and growth of the school supporter community

EXPERIENCE AND QUALIFICATIONS

This position requires:

- All applicants to have a National Police Certificate and have completed a Working with Children Check
- A minimum of 1 years' experience in a fundraising role or transferable experience in a similar role
- Excellent interpersonal communication skills and the ability to liaise professionally with internal and external stakeholders at all levels
- Ability to maintain confidentiality
- Integrity when dealing with donor funds
- Excellent relationship management skills
- Strong attention to detail in all aspects of work
- Excellent organisational skills

- Tact and diplomacy when dealing with all members of the Christ Church community
- Self-starter who takes initiative
- Willingness to learn and use the CRM (Synergetic)
- Excellent computer skills across the Microsoft Office suite (MS Word and Excel), including expertise with mail merge, email and spreadsheets
- Competent written communications skills
- Ability to work independently and as a team member
- An understanding of fundraising and non-profit sector

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the school, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2022
- Opportunity to further your career through PD considered
- Salary will be negotiated according to qualifications and years of experience.