


## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Capital (or Fundraising) Campaign Coordinator (Philanthropy)</b>	
<b>STATUS:</b>	5 Year maximum term contract	
<b>TIME:</b>	Full time	
<b>LOCATION:</b>	Philanthropy Office - Torrens Park Campus	
<b>VISION / CONTEXT:</b>	<p>Scotch College Adelaide is an Early Learning to Year 12 co-educational day and Boarding school, which aims to develop all aspects of each person to instil the capacity for life-long learning and a sense of community.</p> <p>Scotch College is a high quality learning organisation that:</p> <ul style="list-style-type: none"><li>• Respects its Scottish heritage</li><li>• Pursues and expects quality</li><li>• Understands the need for agility</li><li>• Values diversity and global connectedness</li><li>• Prioritises excellence in teaching and learning outcomes</li></ul> <p>Key to the achievement of this vision is the College’s strategy of attracting and retaining the Best People.</p>	
<b>LINE MANAGEMENT:</b>	<ul style="list-style-type: none"><li>• Reports to the Director of Philanthropy and External Relations</li></ul>	
<b>KEY RELATIONSHIPS:</b>	<ul style="list-style-type: none"><li>• Community Relations team</li><li>• Advancement Committee of Council</li></ul>	
<b>JOB PURPOSE:</b>	<p>The Campaign Coordinator is required to;</p> <ul style="list-style-type: none"><li>• support the day-to-day operations of the fundraising campaign.</li><li>• support the solicitation and stewardship activities, including events for major donors</li><li>• design and deliver campaign communications.</li><li>• lead identification and stakeholder engagement.</li><li>• administration and management of donor records.</li><li>• support the advancement services assistant in donor receipting</li><li>• support the Director of Philanthropy in maintaining the campaign reporting dashboard</li></ul>	

Accountabilities	Responsibilities & Expectations
<b>1. Events Coordination</b>	<ul style="list-style-type: none"> <li>• Assist with planning all aspects of the capital campaign launch and other campaign events</li> <li>• Work with Marketing &amp; Communications to create and distribute invitations, announcements, and other campaign communications to the public</li> <li>• Setting up a repeatable set of intimate engagements for the Principal &amp; Council Chair</li> </ul>
<b>2. Campaign Coordination</b>	<ul style="list-style-type: none"> <li>• Document pipeline and task assignments, track prospects and maintain timelines</li> <li>• Oversee and coordinate Philanthropy team to ensure activities are on schedule and followed through</li> <li>• Assist in the research and identification of corporate, foundation and individual prospects</li> <li>• Schedule meetings, prepare talking points, assemble presentations and full meeting prep for Board members, campaign volunteers and staff</li> <li>• Acknowledge all campaign gifts and pledges and prepare pledge payment reminders and pledge agreements in coordination with the Advancement Services Assistant</li> <li>• Write campaign correspondence including solicitation proposals, meeting requests, email updates and meeting follow up</li> <li>• Maintain master campaign calendar to maximize cultivation events and keep campaign committee on track</li> <li>• Organize and monitor volunteer assignments and follow-up, and assisting in all aspects of volunteer-led events</li> </ul>
<b>3. Campaign Database Coordination</b>	<ul style="list-style-type: none"> <li>• Research donor information and giving history</li> <li>• Enter planned asks and other proposal information</li> <li>• Run campaign proposal and progress reports</li> <li>• Enter notes to track conversations and meetings</li> <li>• Work with Advancement Services Assistant to enter pledges into the system as assigned</li> <li>• Analyze donor giving patterns to increase donor retention, upgrading, and conversion rates</li> <li>• Perform special projects as assigned by the Campaign Leadership and Committee</li> </ul>
<b>4. Campaign Communications</b>	<ul style="list-style-type: none"> <li>• Follow up with pledge commitments and past due pledges</li> <li>• Prepare and update dashboards to show progress of campaign</li> <li>• Work with Development team to ensure that gifts are acknowledged with appropriate recognition and appreciation</li> <li>• Prepare agendas and materials for Campaign Committee Meetings</li> <li>• Document and distribute meeting minutes and tasks and assignments</li> <li>• Communicate with key committee and board members</li> <li>• Follow up to ensure completion of Committee and Board action items</li> </ul>

## **Key Selection Criteria**

### **Essential Criteria**

- DCSI Child-related Employment Screening Clearance (with results considered satisfactory by the College);
- Current Certificate in Reporting Abuse and Neglect – Education and Care
- Minimum of two years' professional experience
- One year or more experience using a development database
- Familiarity with basic accounting functions
- Excellent technical skills and knowledge of online communication and research tools
- Ability to function independently and in collaboration with staff, Trustees and volunteers
- Excellent writing skills
- Outstanding interpersonal and communication skills
- Ability to be self-directed
- Advanced skill level in Microsoft Office Suite
- Communications & marketing background
- Ability to marshal complex moving parts to achieve an outcome (project management)
- Strong written and oral communication skills
- Strong emotional intelligence and ability to relate to people
- Goal oriented
- Strong IT skills
- Aesthetic & creative skills (making documents and events look good etc.)
- Ability to work out of hours

### **Essential Knowledge**

- Knowledge of fundraising and/or marketing;
- Advanced computer skills in particular knowledge of Word, Excel and PowerPoint.
- Database management

### **Desirable Experience**

- Bachelors Degree
- Experience working in a fundraising role or a client facing role in an advertising or marketing agency
- Understanding of the development process: identification, qualification, cultivation, solicitation and stewardship.