



Scotch College Adelaide is an Early Learning to Year 12 co-educational day and Boarding College, which aims to develop all aspects of each person to instil the capacity for life-long learning and a sense of community.

Scotch College is a high quality, learning organisation that:

- Respects its Scottish heritage
- Pursues and expects quality
- Understands the need for agility
- Values diversity and global connectedness
- Prioritises excellence in teaching and learning outcomes

Key to the achievement of this vision is the College's strategy of attracting and retaining the Best People.

POSITION DESCRIPTION

<i>Position name</i>	Philanthropy and External Relations Coordinator
<i>Employment Status</i>	Full time, contract
<i>Tenure</i>	5 Years
<i>Key Relationships</i>	<ul style="list-style-type: none">• Reporting to the Director of Philanthropy and External Relations• Philanthropy team• Community Relations team• Advancement Committee of Council

Position Objective:

Scotch College is embarking on a large fundraising campaign to raise significant philanthropic support to celebrate and commemorate the centenary of the College. This role will help establish a culture of philanthropy amongst the college community and position the College for continued success in the next 100 years.

Position Overview:

The Philanthropy and External Relations Coordinator is required to;

- support the day-to-day operations of the fundraising campaign.
- support the solicitation and stewardship activities, including events for major donors
- design and deliver campaign communications.
- donor prospect identification and stakeholder engagement.
- administration and management of donor records.
- contribute to the maintenance of the campaign reporting dashboard

Key Responsibility Areas:

1. Campaign Coordination

- Document pipeline and task assignments, track prospects and maintain timelines
- Oversee and coordinate Philanthropy team to ensure activities are on schedule and followed through
- Assist in the research and identification of corporate, foundation and individual prospects
- Schedule meetings, prepare talking points, assemble presentations and full meeting prep for Board members, campaign volunteers and staff
- Acknowledge all campaign gifts and pledges and prepare pledge payment reminders and pledge agreements in coordination with the Advancement Services Assistant
- Write campaign correspondence including solicitation proposals, meeting requests, email updates and meeting follow up
- Maintain master campaign calendar to maximize cultivation events and keep campaign committee on track
- Organize and monitor volunteer assignments and follow-up, and assisting in all aspects of volunteer-led events

2. Campaign Database Coordination

- Research donor information and giving history
- Enter planned asks and other proposal information
- Run campaign proposal and progress reports
- Enter notes to track conversations and meetings
- Work with Advancement Services Assistant to enter pledges into the system as assigned
- Analyze donor giving patterns to increase donor retention, upgrading, and conversion rates
- Perform special projects as assigned by the Campaign Leadership and Committee

3. Stakeholder engagement

- Identifying, engaging and following up with key stakeholders in a professional and systematic manner
- Stewardship and donor lifecycle management
- Setting up a repeatable set of intimate engagements for College leadership

4. Campaign Communications

- Follow up with pledge commitments and past due pledges
- Prepare and update dashboards to show progress of campaign
- Work with Development team to ensure that gifts are acknowledged with appropriate recognition and appreciation
- Prepare agendas and materials for Campaign Committee Meetings
- Document and distribute meeting minutes and tasks and assignments
- Communicate with key committee and board members
- Follow up to ensure completion of Committee and Board action items
- Work with Marketing & Communications to create and distribute invitations, announcements, and other campaign communications to the public

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Working with significant and important stakeholders
- Stewardship of critical relationships

Essential qualifications, skills and knowledge

- Minimum intermediate computer skills in particular knowledge of Word, Excel and PowerPoint.
- Familiarity with at least one Relationship Management database (e.g. Raiser's Edge, Potentiality, Synergetic)
- DCSI Child-related Employment Screening Clearance (with results considered satisfactory by the College);
- Current Certificate in Reporting Abuse and Neglect – Education and Care
- Provide First Aid Certificate
- Current Driver's Licence

Highly Desirable

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

Key Selection Criteria: Personal Attributes:

- Outstanding interpersonal and written communication skills
- A track record with problem solving
- Ability to be self-directed and work within a team in a complex, multi-tasking environment
- Evidence of the achievement of sustainable outcomes
- Aesthetic & creative skills (making documents and events look good etc.)
- Flexibility to work some out of hours
- Responsive to internal and external stakeholders

Safety and Wellbeing:

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable
- Read and adhere to all Scotch WHS policies

Conditions of Employment:

- All applicants must be eligible to work in Australia
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Work flexible hours to service the College's various activities, which will include occasional evening and weekend work

FINALLY

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.