



# Community Development Manager

## POSITION DESCRIPTION

### VALUES AT IPSWICH GRAMMAR SCHOOL

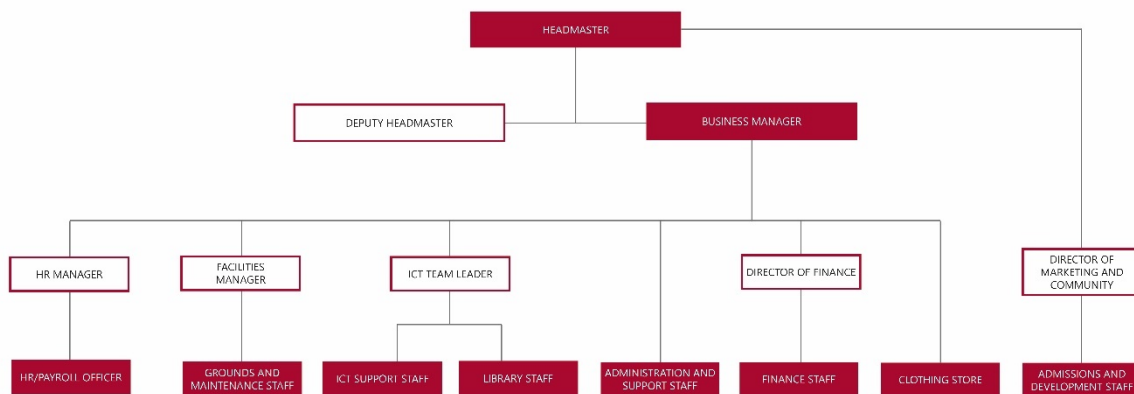
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Our school motto is Labore Et Honore – By this we mean that we will achieve success by working hard and behaving honourably. Ipswich Grammar School prides itself on the three core values of Belonging, Honour and Resilience. The historic School is committed to ensuring exceptional outcomes for our boys in academic achievements, artistic development and sporting endeavours.

### ORGANISATIONAL STRUCTURE

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IPSWICH GRAMMAR SCHOOL  
SUPPORT STAFF ORGANISATIONAL CHART





## OBJECTIVE

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The Community Development Manager is responsible for fundraising, sponsorships and community relationships of Ipswich Grammar School (IGS) as well as building and maintaining relationships with former students of Ipswich Grammar School known as Old Boys (IGSOBA).

The Community Development Manager works closely within the Marketing Department to achieve optimum results for IGS in relation to maintaining positive relationships with IGS Old Boys. It is imperative that the roles work collegially to ensure an efficient operation of the entire Department.

## KEY RESPONSIBILITIES

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- Seek new sponsors and donors for both community and fundraising events.
- Increase year on year value of total sponsorship and fundraising programs
- Develop and nurture corporate partnerships that benefit Ipswich Grammar School
- Support all IGS support groups and sub-committees and attend meetings as required.
- Work closely with the IGSOBA committee to plan, implement and promote alumni programs that support the IGS strategic plan
- Establish and maintain relationships with a wide range of IGS Old Boys locally, nationally and internationally
- Responding to all alumni enquires (face to face, telephone, email, online) and accompany IGS Old Boys on their visits to the School
- Ensuring TASS database records of IGS Old Boys are kept accurate and complete using a variety of methods (e.g. data capture, surveys, correspondence, website, postal returns, etc.)
- Engage graduating pupils and educate them about the benefits of the IGS Old Boys Network
- Work closely with the Deputy Headmaster, Dean of Academics, and Careers Advisor to develop a mentoring program linking current IGS students with IGS Old Boys
- Develop regular scheduled communication with alumni via direct contact, email newsletters, relevant social media channels (i.e. Facebook, LinkedIn)
- Compiling, editing and publishing newsletters and magazines, ensuring high quality publications are produced within the budgeted costs
- Managing all alumni and donor communications, in print and electronically
- Assist in the promotional events such as regional shows, school expo's, open days etc.



## KEY PERFORMANCE INDICATORS

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- To develop and maintain positive relationships with IGS Old Boys
- Develop relationships with community stakeholders within Ipswich
- Convert positive relationships into a sustainable revenue stream
- Deliver a successful program of events
- Establish a mentoring program
- Obtain new sponsors and increase year on year value of annual sponsorship program

## KEY INTERACTIONS

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- Director of Marketing & Community
- IGS Senior Leadership
- Wider IGS Staff
- IGS Old Boys Association
- Current and prospective IGS families
- Current and prospective IGS Sponsors
- Community organisations

## SELECTION CRITERIA

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- Excellent interpersonal and relationship management skills
- Public relations skills and experience.
- Demonstrated ability to work autonomously and with broad direction.
- Strong negotiation and conflict resolution skills
- Highly developed oral communication skills.
- Excellent organisational, planning and problem-solving skills.
- Accuracy and attention to detail.
- Understanding of and support for the IGS values.



*As per the QLD Working with Children Check, all employees must possess a current Blue Card suitable for the type of employment such as volunteer or paid employment. Paid employees must possess a current blue card prior to their commencement at IGS.*

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability. All employees are bound by the requirements of the School's policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Please Note: The specific duties as mentioned in this Position Description may be subject to reasonable change from time to time to meet the Ipswich Grammar School business.