



POSITION DESCRIPTION

Title:	Fundraising and Philanthropy Manager
Reports to:	Director of School Development and Philanthropy
Direct reports to this role:	Nil
Internal Liaisons:	PLC Staff
External Liaisons:	Foundation Members Donors Alumni

The Fundraising and Philanthropy Manager will be responsible for leading the development and execution of philanthropic activities including a major capital works fundraising campaign for the PLC Foundation. Additionally, this role will provide strategic guidance and support to various interest groups within the College.

As part of the Community and Engagement team, the manager will also support a diverse range of parent and alumni activities aimed at promoting PLC within both the College and the broader community.

PLC Statement of Purpose

Presbyterian Ladies' College is a Uniting Church School committed to educational excellence that gives girls the confidence to lead purposeful lives and make an active contribution towards the common good.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Presbyterian Ladies' College have a right to feel and be safe. We are committed to the safety and well-being of all children and young people. We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.

We have zero tolerance for child abuse, grooming and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child-safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the well-being and safety of all students is at the forefront of all that they do, and every decision that they make.



Staff Obligation to Child Safety

All staff at PLC take an active role and are well informed of their obligations in relation to the safety and wellbeing of children and young people at PLC. The PLC Statement of Commitment to Child Safety and Wellbeing and relevant policies have been developed in line with the National Principals for Child Safe Organisations. They are incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Key Duties and Responsibilities

Strategic Development

- Create and implement a comprehensive fundraising strategy with measures of success.
- Work with the Director of School Development and Philanthropy and PLC Foundation to develop, implement and manage annual giving strategies and initiatives.
- Develop and implement a major capital works fundraising campaign for the PLC Foundation to support the College's Master Plan.
- Establish a long-term fundraising strategy including developing a structured, tiered approach to obtain financial support and foster a "Culture of Giving".
- Effectively engage with and support the Principal, Foundation Board, staff and volunteers in their fundraising strategies and activities.
- Bequest administration and research ensuring a best-practice approach.

Fundraising

- Manage the PLC Fundraising Calendar, liaising with groups e.g. the Old Collegians Association, Parents at PLC, Friends of the Pipe Band and the Argyle Club (rowing supporters).
- Share the College's fundraising goals and challenges more broadly in the College community.



Foundation Donor Relationships and Communications

- Manage a portfolio of current and prospective donors with a focus on creating a pipeline of major gifts to support the College's Master Plan by:
 - Linking current and prospective donors to the Building Fund and Scholarship Fund managed by the Foundation.
 - Enhancing relationships through face-to-face meetings, events and regular communications, in consultation with the Board of the Foundation and its fundraising subcommittee.
 - Developing fundraising requests to support major capital works associated with the College's Master Plan.
- In collaboration with the Director of School Development and Philanthropy plan and establish diverse and appropriate methods of communications for donors, in particular for the Foundation's Annual Giving campaign and the Foundation's year-end festive communication.
- Work to develop procedures and strategies to enhance recognition for donors.
- Plan and execute fundraising events including preparation of guest lists, invitations, venue arrangements and communications with guests and service providers (including catering), under agreed budgets.

Foundation Administration

- Provide regular reports and detailed analysis as required to the Principal, Council and Foundation.
- Coordinate the application process for Foundation scholarships.
- Prepare and manage the Foundation budget with input from the College Finance Officer and Foundation Treasurer.
- Coordinate and manage the Foundation Board and events calendar.
- Maintain and improve the Foundation database to best support Foundation campaigns (past, current and future)
- Create and manage all Foundation marketing campaigns.
- Be responsible for the preparation and administration of Foundation meetings, including minute-taking and maintenance of task list arising from Foundation Board meetings and Board subcommittee meetings.
- Maintain Foundation Policy documents, agreements or MOUs to which the Foundation is a party.
- Lead sound governance of the Foundation including keeping abreast of rulings with the Australian Charities Act, Australian Taxation Office, and Australian Securities and Investment Commission, ensuring compliance with all applicable legislation.



PLC PERTH
PRESBYTERIAN LADIES' COLLEGE

General

- Assist the Community and Engagement team with a range of projects and events when required.
- Other tasks as requested by the Director of School Development and Philanthropy.

Health and Safety

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students.
- Always ensure that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and handbooks, as updated from time to time.
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner.
- When required or directed by PLC, participate in any health and safety training.



Knowledge, Skills, Experience and Attributes

- **Strong Communication Skills:** The ability to effectively communicate the College's values, vision and fundraising goals to potential donors, stakeholders, and the public.
- **Relationship Building:** Building and maintaining relationships with donors, sponsors, volunteers, and other stakeholders to cultivate support.
- **Strategic Thinking:** Developing and implementing strategic fundraising plans aligned with the College's goals and objectives.
- **Leadership:** Providing leadership and guidance for fundraising initiatives, teams, volunteers, and staff to achieve fundraising targets and objectives.
- **Creativity:** Developing innovative and creative fundraising campaigns and events to engage donors and attract support.
- **Financial Acumen:** Understanding financial principles and managing budgets effectively to maximise fundraising revenue and minimise costs.
- **Networking:** Actively engaging with internal and external stakeholders to expand PLC's support base and secure funding opportunities.
- **Ethical Conduct:** Adhering to ethical fundraising practices and ensuring transparency and accountability in all fundraising activities.
- **Persistence:** Demonstrating persistence and resilience in the face of challenges and setbacks to achieve fundraising goals.
- **Passion and Commitment:** Having a genuine passion for the PLC's values and vision and a commitment to making a positive impact through fundraising and philanthropy efforts.

Qualifications, Certifications and Experience

- A tertiary qualification or equivalent experience in fundraising, development, communications, or related field.
- Experience in a school or higher education environment.
- Current Working with Children Check and Police Clearance (mandatory).