



WAVERLEY COLLEGE

Foundation Officer

Permanent Full Time Position

Waverley College is a Year 5 -12 Catholic boy's school in the Edmund Rice Tradition situated in the eastern suburbs of Sydney. The College seeks to develop innovative learning and student wellbeing to assist young men flourish across their spiritual, intellectual, social, emotional, cultural and physical elements.

Waverley College invites applications for a Foundation Officer to build partnerships and drive revenue opportunities to enable growth. In this role you will promote a strong image of the importance of **Waverley College's** history, brand and importance as a school into the future. The role reports to the Marketing and Development Manager and works closely with College management teams, the Foundation College Advisory Board and the Old Boys Union.

In this role you will:

- Drive major fundraising and philanthropic initiatives and sponsorship opportunities for the Foundation including building campaigns, sponsorships, bequests, investment, annual giving campaigns and awards
- Develop strategic plans and targets, build relationships and develop strong network of philanthropic donors with community organisations for raising funds and awareness of the Foundation
- Establish and maintain strong working relationship with the Old Boys Union, the Foundation Board and the wider **Waverley College** community.
- Coordinate alumni opportunities and events.
- Attend and run quarterly Foundation and Old Boy meetings, updating the Board on activities and reunions
- Collaborate to plan, research, write, edit and distribute Foundation newsletters, appeals, advertisements, Yearbook reports, brochures and any other publications or written materials relevant to the College.
- Prepare and deliver reports, presentations, documentation, correspondence, memos and financial reports as appropriate in a timely and professional manner.

To be successful, you will need:

- Previous experience in a foundation / philanthropic role
- Degree or tertiary qualification in business management
- Demonstrated experience in generating high quality proposals, narratives and grant applications
- Understanding and knowledge of applicable legislation and regulations that impact fundraising and sponsorship activities and comply at all times
- Strategic and operational capabilities; proven experience in developing and managing business initiatives
- Highly developed interpersonal and communication skills
- Demonstrable ICT skills
- Experience operating within a school environment is desirable
- To be loyal to the ethos of the College and the Edmund Rice Charter and will demonstrably enact College Policies and support the College Leadership Team

How to apply:

Applicants must have a current **Working With Children Check** and complete the online **Support Staff Application Form** found on the College website: waverley.nsw.edu.au/information/employment



All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.