



FOUNDATION OFFICER ROLE DESCRIPTION

1. PURPOSE

This role drives a beneficial financial position for the Waverley College Foundation. It does so by initiating fundraising programs, pursuing philanthropic opportunities across the College's stakeholder groups, and promotes a strong image of the importance of Waverley College's history, brand and importance as a school into the future. The role will develop strategic directions, fundraising targets, relationships and awareness of the College Foundation.

2. REPORTING RELATIONSHIPS

The role reports to the Marketing & Development Manager and is a member of the Marketing & Development team. It works closely with the College Leadership Team, the Foundation, College Advisory Board, the Old Boys Union, and other managerial roles across the College.

3. RESPONSIBILITIES

- Drive major fundraising and philanthropic initiatives and sponsorship opportunities across all branches of the Foundation including the:
 - Building Campaigns
 - Sponsorships
 - Bequests
 - Investment
 - Annual Giving Campaign
 - Teaching awards
- Working closely with the Marketing & Development Manager to develop strategic directions and relationships for raising of funds and awareness of the Foundation.
- To inform past, current and future families and the wider community of current projects, fundraising initiatives and involvement opportunities available to them now and into the future.

- Establish and maintain a good working relationship with the Old Boys Union, the Foundation Board and the wider Waverley College community.
- Create new opportunities within the wider stakeholder groups by building relationships, and developing a philanthropic pathway for these individuals
- Develop and maintain a strong network of philanthropic donors building positive relationships with community organisations
- Identify, pursue and secure sponsorships to meet targets
- Coordinate alumni opportunities and events.
- Data entry and CRM of all fundraising information ie. donations, pledges, general notes etc. Necessary correspondence including letter of appreciation, pledge follow ups etc.
- Collaborate with delegated staff members 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.
- Enhance the reputation of the College through storytelling, information sharing and building relationships that ignites donor passion and engagement.
- Support the Marketing and Development Team with College events and activities related to the strategic plan of the College.
- Attend and run quarterly Foundation meetings, updating the Board on Foundation activities.
- Attend and run quarterly Old Boy meetings, updating the Board on Old Boy activities and running reunions.
- Prepare and deliver reports, presentations, documentation, correspondence, memos and financial reports as appropriate in a timely and professional manner.
- The role will be required to work outside office hours from time to time.

4. REQUIREMENTS

It is a requirement that the Foundation Officer is loyal to the ethos of the College and the Edmund Rice Charter and will demonstrably enact College Policies and support the College Leadership Team.

4.1 Knowledge and experience

- Previous experience in a foundation / philanthropic role
- Degree or tertiary qualification in business management
- Demonstrated experience in the 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
- Experience operating within a school environment

- Strategic and operational capabilities; proven experience in developing and managing business initiatives
- Valid Working With Children Check required

4.2 Practical and specialist skills

- Highly developed interpersonal and communication skills
- Understanding of financial positioning
- High computer literacy in a Mac environment.

5. COMPETENCIES

5.1 Accountable

- Delivers on commitments, takes responsibility for actions, decisions and outcomes and ensures the same of others.

5.2 Attention to Detail

- Thoroughness in completing all tasks with high concern for accuracy, quality and doing things properly. Follows established procedures where applicable.

5.3 Brand Awareness & Market Knowledge

- The ability to act as a voice for the Waverley College brand and maximise stakeholder engagement through words. A thorough understanding of the organisation, its structure, ethos, heritage and key priorities (Strategic Plan), supported by a sound knowledge of the education industry at local, State and national levels.

5.4 Communication

- Exchanges thoughts, opinions, ideas, messages and information through speech, writing or behaviour. Expresses information and ideas clearly and effectively.

5.5 Compliance Management

- Takes a proactive role in encouraging and ensuring compliance with Waverley College policies including Code of Conduct, Child Protection, Working with Children Checks and WHS.

5.6 Embraces diversity

- Establishes and maintains a motivated and efficient work environment where people of diverse backgrounds are represented, valued and respected.

5.7 Influencing

- Ability to create a positive impression with the capacity to impact the actions, behaviours and opinions of others. Presents a persuasive position based on logic, data and the objective merits of a situation and anticipating the feelings, needs and concerns of others.

5.8 Interpersonal skills

- Ability to manage relationships and interactions with other individuals or groups. Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.

5.9 Leadership

- Influencing, directing and motivating the performance of others towards achieving predetermined objectives or following a course of action. Regularly outlines direction for their team that connects to Waverley College's Strategic Plan.

5.10 Results Orientation

- Knowing what outcomes are important and focus attention/resources on achieving the final outcome which aligns to the Waverley College Strategic Plan. Ability to see the end picture and perform effectively in the role to deliver outcomes and targets.

5.11 Stakeholder Engagement & Interpersonal Skills

- Strong verbal communication and interpersonal capabilities that support the College's focus on 'Building Collaborative Partnerships' and contribute to the delivery of key priorities as per the Strategic Plan. A positive, 'can do' approach to projects and collaborative working across the College community.

5.10 Teamwork

- Willingness to participate as a member of a group that shares a common interest working together cooperatively and productively to achieve results. Effective contributor that interacts within the group and participates in activities.