

**IVANHOE GRAMMAR SCHOOL
POSITION DESCRIPTION**

DIRECTOR OF PHILANTHROPY

REPORTING TO: Principal

RELATIONSHIPS: Director of Development
Members of Principal's Executive
Development team

JOB PURPOSE

This position will play a major role in realising Ivanhoe Grammar School's advancement goals through building strong relationships with key stakeholders that lead to increased financial support.

KEY RESPONSIBILITIES

1. Member of Principal's Executive

- 1.1. Participate in overall strategic planning and management
- 1.2. Work with colleagues to develop a culture of philanthropy across the School

2. Major gifts solicitation

- 2.1. Working closely with the Principal and the Board of Governors, identify, cultivate and solicit major gifts (minimum \$10,000)
- 2.2. Work collaboratively with Director of Development and members of the Development team to identify major gift prospects and coordinate programs for donor cultivation, solicitation and stewardship.
- 2.3. Work collaboratively with the Director of Development and members of the Development team to devise and implement a planned giving program.

3. Volunteer management

- 3.1. Initiate and manage close working relationships with the Board of Governors and other high-level volunteers.
- 3.2. Make recommendations for high-level volunteer leadership for specific campaigns and other philanthropy activity, and coordinate the development of policies and procedures relating to Board and volunteer fundraising responsibilities.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Tertiary qualified, preferably in a communications-related discipline;
- Proven organisational, management and leadership ability at a high level in a complex organisation;
- A proven track record of securing major gifts from individuals or their trusts/foundations;
- Excellent communication skills, both written and oral, highly developed interpersonal skills and the ability to make effective presentations to a range of audiences

ATTRIBUTES

- Highly respected and well known within key individual and/or corporate communities – able and willing to open doors and influence decision makers
- Excellent understanding of the principles and practice of relationship management
- Ability to work under pressure and to competing deadlines
- Calm, diplomatic, flexible, well organised
- Strong identification with Ivanhoe Grammar School and its values
- High level IT skills – Microsoft Word, Excel, Power Point, Outlook

Commencement

- By negotiation but before 1 February, 2011

Package

An attractive package will be negotiated with the successful candidate based on experience and qualifications. Part of the package will be linked to agreed performance criteria.

Applications close on Friday, 24 September 2010 and should be addressed to :

The Principal
Ivanhoe Grammar School
PO Box 91
IVANHOE VIC 3079

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Email: employment@ivanhoe.com.au