



POSITION DESCRIPTION

Position: School Officer – Foundation Manager

Employment Type: Full Time, Ongoing (Monday-Friday, 38 hours per week)

Classification Level: School Officer – Level 7

Reports to: Director of Communications and Engagement

Position Purpose

The Foundation Manager will play a crucial role in cultivating a strong philanthropic profile within the Villanova College community. By regularly attending College philanthropic events and functions, this role is essential in establishing and maintaining effective relationships with current and prospective donors, alumni, sponsors and support groups both within and outside the College.

The Foundation Manager is responsible for implementing a sustainable strategy to maximise future income potential and support for Foundation initiatives. This includes managing current and prospective major gift donors and programs, fostering ongoing relationships within the broader community, and enhancing the College's community profile.

Working collaboratively with the Director of Communications and Engagement, the Foundation Manager will develop and execute strategic plans for the Old Boys Association and the Foundation. Additionally, this role involves hands-on planning and delivery of foundation and community events. The Foundation Manager is vital in building a philanthropic culture and positive relationships within the wider Villanova community, ultimately enhancing community support and maximising philanthropic fundraising efforts.

**Flexibility for after-hours and weekend work is required as a key part of this role includes attendance at out of hours events and meetings - flexibility will be given in working hours in order to attend these events.*

Reporting Relationships

The role works within the Villanova College Communications and Engagement Team, reporting to the Director of Communications and Engagement, and collaborating closely with the Foundation Management Committee, College Board, College Leadership Team, Enrolments Officer, Events Officer and Audio Visual & Technical Events Coordinator.

About Villanova College

Villanova College is an independent Catholic school for boys under the care of the Augustinian Order. It was founded in 1948 by five Irish priests on a 10-acre property in Hamilton, with the large onsite residence, called 'Whinstanes', functioning as three classrooms, a chapel and sacristy.

The College moved to its present site in Coorparoo in 1954, where it still sits on the grounds of historic home 'Langlands'. From 40 students to over 1,500, Villanova has continued to grow into the close community we now cherish today.



The Augustinian Order has a long history in education reaching back 750 years, and Villanova has made a love of learning and pursuit of understanding part of its character since day one. This unrelenting pursuit for knowledge and understanding ensures our lives will be based on truth, for it is truth that conquers. This is reflected in the College motto: Vincit Veritas (“Truth Conquers”).

Villanova College prides itself on being an equal opportunity and family-friendly workplace. The College employs over 250 staff across a variety of areas and all staff play a valuable role in supporting the College in making a difference in each young man’s life.

Our goal is to facilitate a supportive and collegial work environment to assist staff to produce exceptional outcomes for the young men and for their own professional development and job satisfaction. The College offers a variety of different benefits to staff, including opportunities for professional development, career progression and a wellbeing program. A distinct feature of our Augustinian values is the strong sense of welcome and community that unites staff, parents and students. We treasure open, friendly, and caring relationships between teachers, staff and students, and welcome people of all faiths and denominations to share our story of hope as we strive for excellence in boys’ education.

Responsibilities

- Foundation Management Committee - lead and support the Foundation Management Committee to maximise donations and develop fundraising programs, including donor acquisition, capital fundraising appeals, and bequest promotion.
- Foundation relationship management - engage with the Villanova College Foundation committee to drive philanthropic fundraising efforts.
- Alumni association – act as the key contact and liaison for the Villanova Old Boys Association Incorporated (VOBAI).
- Fundraising and support group collaboration - work with the College’s alumni and other support groups to develop and implement fundraising and sponsorship strategies, bursaries and events.
- Donor, sponsor and community relations - build and maintain strong relationships with donors and sponsors to ensure long-term investment and engagement, and act as the key community relations contact for the College.
- Prospecting and stewardship - develop and report on strategies to acquire and grow community and foundation relationships through effective prospecting, stewardship, and cultivation.
- Proposal writing and reporting - write funder/grant proposals and oversee stewardship and reporting for a portfolio of funders.
- Leadership team liaison - maintain close relationships with the College Leadership Team, keeping them informed of fundraising program development.
- Database management - maintain comprehensive profiles on prospective major donors and manage Old Boy databases and VOBAI records.
- Event coordination – work collaboratively with the Communications and Engagement team to organise community-based events such as fundraising dinners and facility openings.
- Market research and reporting - conduct ongoing market research on alumni and philanthropy, providing annual reports to the Director of Communications and Engagement and College Board.
- Networking and Professional development - attend relevant conferences, seminars, and conventions with approval from the Director of Communications and Engagement.



- Volunteer coordination – coordinate the involvement, training and participation of volunteers as required.

Role Requirements/Key Criteria

1. Relevant tertiary qualifications and fundraising certification combined with demonstrated experience in a similar philanthropic role within private schools, not-for-profit, or corporate sectors. Experience in implementing capital campaigns will be highly regarded.
2. Proven ability to develop and sustain collaborative relationships with a diverse range of community members and supporters, including donors, bequestors, high-value individuals, and corporate partners.
3. Extensive experience in coordinating large-scale fundraising initiatives and/or events, with strong organisational and time management skills to handle multiple priorities and projects and meet deadlines.
4. Strong business acumen and attention to detail, with the demonstrated ability to lead and influence others, see transactions through to completion, and develop and implement successful business proposals and fundraising initiatives.
5. Outstanding communication, interpersonal, oral, and written skills. Competence in using MS Outlook, Word, PowerPoint, Excel, relational databases, and knowledge of advertising and social media platforms.

Additional Essential Requirements

- Applicants must hold a Current and valid Blue Card (Working with Children Check).
- Commitment to the Catholic and Augustinian ethos of the College.

Key Performance Indicators

1. Successful coordination of fundraising efforts and community-based events, measured by attendance, participant feedback, and overall engagement levels.
2. Track the achievement of fundraising targets set by the Foundation Management Committee, with the aim of exceeding annual fundraising goals and fostering improvements in the college donor retention rate and number of donors acquired.
3. Increase in relationship building efforts, with key stakeholders, including alumni, donors and other college support groups, measured by surveys/feedback.

Application Process

To apply for this role, please submit a cover letter briefly addressing the role requirements/key criteria, the names and contact details of two referees and a current resume direct via Seek.

Please note the closing date for applications is **COB Monday 2 September 2024**.

For further information or for a confidential discussion please contact Human Resources on (07) 3394 5511. We respectfully advise that no agency applications will be considered at this time.

Additional Information

Villanova College is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.



At all times, all employees must act in accordance with Villanova College Student Protection Policy and other Villanova Policies and Procedures. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

Terms and Conditions of employment are as per the Catholic Employing Authorities Single Enterprise Collective Agreement Religious Institute Schools of Queensland 2023-2026.

Please note: This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may inevitably be required in the future. Villanova College will engage in consultation to align any required change with both the employee's and the company's goals.

Villanova College acknowledges the traditional custodians of the land on which we work and study, and their living culture. We pay our respects to them and their Elders, past and present, for their care of the land and waterways, and pay tribute to the unique role they play in the life of this region. Villanova College has always been, and always will be, a place of teaching and learning connected to Country, culture and community.