

POSITION DESCRIPTION



METHODIST
LADIES'
COLLEGE

Development Manager

Reports to:	
Director of Community Relations and Development	
Role Purpose:	
The Development Manager supports the end-to-end delivery of the philanthropy program for the MLC Foundation. Key accountabilities consist of the planning and delivery of campaigns, communications, events and initiatives to drive giving, including but not limited to an annual campaign eg: Giving Day or EOFY tax campaign; bi-ennial Gala; major gifts, bequests and capital development campaigns.	
Department/Section:	
Community Relations and Development	
Key Relationships:	
Internal <ul style="list-style-type: none">• Director Community Relations and Development• Principal• Foundation Chair and members• Staff• Students	External <ul style="list-style-type: none">• Collegians• MLC Foundation Donors• MLC Parents and Community Groups• General Public
Qualifications and Experience:	
Essential <ul style="list-style-type: none">• Relevant tertiary qualifications or extensive demonstrated experience in a related field• Successful track record in developing and leading multi-facted fundraising campaigns• Highly developed interpersonal skills, and demonstrated ability to build trusting relationships and engage stakeholders at all levels across the College and community• Proven donor stewardship expertise• The ability to think strategically and long term, to research, analyse and synthesize information from different sources• Demonstrated ability to work both independently and collaboratively as part of a team• Exemplary written and oral communication and presentation skills• Strong attention to detail,• Excellent time management, prioritisation and organisation skills• Extreme confidentiality and discretion• Strong technology and project management skills• A commitment to girls' education in an all girls' environment• Flexibility to work regularly out of business hours, to attend events and meetings etc Desirable <ul style="list-style-type: none">• Previous school or University fundraising experience or the demonstrated ability to translate skills to a school environment	
Role Responsibilities:	



Development Manager

Fundraising

- Plan, develop, implement and monitor all fundraising initiatives to support the delivery of MLC's strategic plan, events and communications, including an annual campaign eg: a Giving Day or annual tax/EOFY campaign, bi-ennial Gala, stewardship events.
- Development and delivery of a significant capital campaign.
- Develop and launch a bequest program
- Solicit mid-tier gifts of up to \$10k and identify and steward a pipeline of major gifts for the Director of CR&D and Principal
- Build impactful and enduring relationships to inspire donors to give, and actively create ways for the community to connect with MLC and create a culture of giving.
- Coordinate, convene and attend all meetings of the Foundation Development Committee, and assist in the governance and reporting for the Foundation Board.
- Perform donor stewardship, design and roll out donor journeys to deliver meaningful communications and engagement with donors
- Acknowledge all support provided to the MLC Foundation, including timely thank you calls, personalised receipts, thank you videos and other communications to demonstrate gratitude and impact to donors

Community Relations

- Work closely with the Community Relations Officer (CRO) to engage Collegians, current and past parents/guardians and current and past staff, to grow giving from these audiences

Events

- Support and direct the Event Specialist in the planning and delivery of all Foundation events
- Provide briefing and speech notes for the Principal and ELT, Board and other special guests for Foundation events
- Perform the stewardship of guests

Administration & Finance

- Manage the CRM to support growth, donor retention and prospect tracking
- Ensure accurate and timely receipting and other financial record keeping
- Manage fundraising licenses and requirements.

Reporting

- Prepare donor impact reports, campaign analysis reports, the Foundation Annual Report, wealth screening and prospecting.

Communications

- Coordinate and write Foundation fundraising messaging for key communications, including Strive, Wyvern, eDMs, Annual Reports, SWB, social media and parent handbooks.

Other

- Demonstrated commitment to the Vision, Values and Mission of the College
- Willingness to undertake other duties as directed by the Line Manager or Principal

Terms of Appointment:

Permanent full - time