



Director of Fundraising and Development

Genazzano FCJ College is a Catholic Girls College in the Ignatian tradition established in Kew in 1889 by the Sisters, Faithful Companions of Jesus. Genazzano is a Day and Boarding College, providing a nurturing yet challenging environment for over 1100 young women from Preparatory to Year 12. A community of Faith, we aim to instil in each of our students a passion for life, a love of learning and the courage and confidence to serve others. The College welcomes Boarders from Years 9 to 12.

1. Position Objectives

- 1.1. To contribute to the development of a strong, supportive community mindful of its Catholic ethos and FCJ tradition
- 1.2. To be responsible for public relations, promotion and fundraising strategy development and implementation of direction in relation to public relations, marketing and fundraising appropriate to the goals and the philosophy of the College
- 1.3. To provide strategic support to the Alumnae Association, the Hopetoun Hall Boarding Community and various community Associations and Committees
- 1.4. To develop and implement Fundraising and Friend Raising activities with the College parents, alumni and community
- 1.5. To raise the profile of Genazzano as a leading Catholic girls' school
- 1.6. To lead, monitor and oversee the College Development Team. This team consists of the following full-time staff: Registrar, Marketing and Promotions Officer, Multi-Media Officer and part-time Publications Officer, Events Coordinator and College Receptionist.

2. Major responsibilities

2.1. Marketing and Promotions:

- 2.1.1. Develop the awareness, recognition and reputation of the Genazzano brand
- 2.1.2. Direct the work of the Development Office in relation to media liaison, public relations, website communication, promotional materials and publications
- 2.1.3. Coordinate and organise College Open Days and major promotional events
- 2.1.4. Raise awareness in the community of the importance of fundraising.

2.2. Fundraising

- 2.2.1. Plan, lead, implement and manage the College's Fund raising strategies and activities (including major events)
- 2.2.2. Monitor and action appropriate applications for funding for capital expansion, scholarships, bursaries and programs
- 2.2.3. Ensure the accurate recording of all donations in order to build up donor histories, and to satisfy all accounting requirements.

2.3. Friend and Awareness Raising

- 2.3.1. Plan, organise and publicise functions and strategies which have the purpose of promoting the College, its vision and its development plans to special interest groups within the College community
- 2.3.2. Assist the Alumnae Association in order to develop a strong and continuing membership.
- 2.3.3. Support the activities of the Associations and Committees
- 2.3.4. Provide direction and encouragement to ensure that the Associations and Committees structure is effective and that fundraising targets are met

- 2.3.5. Support / represent the Principal on such Committees as Fundraising and Development and Executive Coordinating Committee of Associations and Committees.

2.4. General

- 2.4.1. As required, provide timely reports on donors and donation levels
- 2.4.2. Prepare an annual Development Strategic Plan in line with the overall College Plan
- 2.4.3. Each year, in consultation with the Principal set financial targets and specific actions for each fundraising program. The Director of Fundraising and Development is accountable to the Principal for the achievement of these targets and actions.

3. Reporting Relationships

- 3.1. To the Principal for the administration and operation of the Development Office, and for goal setting and achievement. In the absence of the Principal, the Business Manager is the Principal's delegated authority for facilitating, and supervising, operations of the Development Office.
- 3.2. To the Business Manager for –
 - 3.2.1. Planning, budgeting, and negotiating the resource and support needs of the Development Office
 - 3.2.2. The achievement of income and expenditure budgets
 - 3.2.3. The accurate recording of donations and ensuring an effective audit trail.

4. Key Selection Criteria

Mandatory

- 4.1. Ability to creatively develop viable strategic plans that contribute to the College strategic plan and are in line with direction from the Principal
- 4.2. Ability to work autonomously
- 4.3. Refined communication skills (verbal and written) including the ability to relate to a variety of target groups
- 4.4. Personal and professional skills to communicate, enthuse and motivate potential donors
- 4.5. Demonstrated experience in major gift fundraising
- 4.6. Ability to lead and work effectively with the Development Office staff and volunteers
- 4.7. Ability and preparedness to achieve defined activity and financial targets.
- 4.8. This position demands a skilled Fundraising professional who can contribute at strategic level, manage autonomously and bring out the best in people.

5. Position Status

- 5.1. The Director of Fundraising and Development is appointed by the Principal and reports to the Principal.
- 5.2. This position is initially for 3 years. The appointment is reviewed after the first 6 months, at 12 months, and thereafter on an annual basis. This review will involve consideration of the extent to which the financial targets and the annual “Action” goals as stated in the Development Plan, have been achieved, and the Director’s contribution to this level of achievement
- 5.3. Salary package commensurate with qualifications and experience will be offered.