

Melbourne Grammar School

Senior Philanthropy Manager



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Background Information

Founded in 1858, and beginning with 77 students on a 15 acre site, Melbourne Grammar School now educates 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. The Junior School, Grimwade House (Prep to Year 6) is located in Caulfield and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,150 boys - day students and boarders.

The School has a permanent staff of approximately 400. As an independent entity, the School is responsible for managing its own finances to ensure that it remains soundly placed to carry out its key objective - to provide the highest quality education to its students. The School prides itself on its educational offering, openness to improve and the aspiration to achieve the highest standards of professionalism and

excellence in all operations of the School. The continued support of the School community is an essential element to the School's ongoing success.

Governance and Leadership

Our actions as a School are guided by our mission and vision. Alongside our values and principles, these statements steer our long-term decision-making for the benefit of the School community.

Mission

Melbourne Grammar School is committed to creating a holistic learning community. This entails providing a balanced, well-rounded education within a challenging and nurturing environment for students and staff, while maintaining an authentic connection with parents and the broader community.





Vision

Melbourne Grammar School aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, and socially and spirituality.

The School seeks to connect to a global learning environment; one which provides a broad range of opportunities for our students and the wider community.

The School's aspiration is for its students to be architects of their own lives. They are asked to look beyond the ordinary to achieve the extraordinary, and to make a difference to the world in which they live.

In order to provide an effective, challenging and transformative learning environment, the School aspires to enrich the human relationships that exist within it; namely the relationships between students, staff, and the entire community.

School Leadership

Offering a broad range of interests and experience, the members of School Council are responsible for guiding and monitoring the School. Their expertise ensures Melbourne Grammar School continues to be managed in a considered and sustainable way.

The Headmaster, Mr Philip Grutzner (OM 1981) BForSci DipEd MBA FACE, commenced as the 15th Headmaster

of Melbourne Grammar School in 2020. He is the first Old Melburnian to return as Headmaster in the School's history. Mr Grutzner's experience includes roles as Headmaster of Braemar College in Woodend, Victoria, Headmaster of St Peter's College in Adelaide and Principal of Carey Baptist Grammar School, where he oversaw a significant program of innovation and development. Mr Grutzner is a Board Member of Independent Schools Victoria and the Independent Schools Council of Australia and is Chairman of the G30 Schools Group.

Strategic Plan 2030

The School Council is currently focused on a task that will guide our School throughout the coming decade: the creation of the 2030 strategic plan. This new strategic plan will articulate the future direction of Melbourne Grammar School, and, as such, must be intentionally ambitious, capturing the combined desires and intentions of the School community. Led by the Headmaster, the first step in this process has been the gathering of information and input from across our community. Extensive consultation has taken place with students, staff, Old Melburnians and parents. The School Council is now considering the results of this consultation process and is working with the Headmaster to prioritise the findings. The resulting document will set out a vision for Melbourne Grammar School that spans the next ten years, including

specific detail on what we aim to achieve over the next three to four years. Philanthropy will necessarily underpin investible strategic priorities deriving from the Strategic Plan.

The Community Relations Office

Alongside Development, the other functional areas within the Community Relations Office are Admissions, Archives, Marketing and Communications, and Alumni and Community Engagement.

Kate Barnett, Director of Community Relations, who was appointed in 2021, describes her commitment: "It's never been more apparent that Australia needs young people ready and able to tackle the complex problems in our world. It's a privilege to work with Philip Grutzner, the School Council, the School Executive, and the entire community of students, staff,





parents, alumni and friends on shaping Melbourne Grammar for the future. As I look forward, I have such a strong belief in Melbourne Grammar. I know the School provides the values, the culture, the pursuit of excellence, and all-round enrichment to enable young people to be the active informed citizens our world needs as we face the challenges of the future. Indeed, working as a community to develop our young people is the task and opportunity of our times.”

Philanthropy

Philanthropy is at the very core of Melbourne Grammar. From Grimwade House - which was the gift of the four Grimwade brothers in 1917 - to the generosity which permitted the Nigel Peck Centre for Learning and Leadership and the Geoff Handbury Science and Technology Hub, the illustrations of philanthropy are myriad.

Philanthropic priorities are organised into four key pillars:

Scholarships and Bursaries

Offering financial support for students who need and deserve it – young people from all walks of life who share our values and contribute to our diverse learning environment.

Indigenous Bursary Program

Helping more young Indigenous men access a high-quality education in a welcoming, nurturing and warm

community that aims to encourage strong cultural understanding.

Buildings and Grounds

Providing inspiring spaces and maintaining our facilities and technology to the highest standard.

The Endowment Fund

Allowing the School to direct distributions from the Endowment Fund to the most important priorities, maximising opportunities for educational excellence.

The **Senior Philanthropy Manager** is a key role within the Development team and the wider Community Relations Office. Community Relations is comprised of an exceptional team of experts and leaders in their field with a breadth of experience in Advancement and Community Relations. This role will have excellent leadership.

The successful applicant will be welcomed into a collegial and supportive team. Philanthropy is strongly supported and endorsed by the School's leadership, School Council and the Foundation play an integral role in helping to realise the School's strategic vision and direction. This role will leverage an incredible level of community involvement across all of our stakeholders. Many of our current and potential donors are invested across multiple areas of the School, are regular visitors to our campus' and hold incredible knowledge of our School and our people.

Helpful links

For further information please visit our website:

<https://www.mgs.vic.edu.au/>

To view the Melbourne Grammar news, see:

<https://news.mgs.vic.edu.au/>

For information on working at Melbourne Grammar:

<https://www.mgs.vic.edu.au/employment>

For further information on Giving at Melbourne Grammar:

<https://www.mgs.vic.edu.au/giving>

For further information on Alumni & Community Relations at Melbourne Grammar:

<https://www.mgs.vic.edu.au/community>

To view some Melbourne Grammar Moments:

<https://www.youtube.com/playlist?list=PLVI7q9T2k1gsfnQhQjW-MG1AusDZ6oMD62>

The Role

Job Title

Senior Philanthropy Manager

Location

Melbourne

Reports to

Head of Development

Key Internal Relationships

- Melbourne Grammar School Foundation Board and Committees
- Headmaster
- Director of Community Relations
- Development team
- Finance Department
- Manager, Data Services
- Head of Alumni and Community Relations
- Head of Marketing and Communications
- All members of the Community Relations Office

Purpose

The Senior Philanthropy Manager works within the Development team to plan, develop and implement the School's giving program. This role will help foster the culture of giving at Melbourne Grammar through annual and regular giving, special appeals and major-level and principal-level gifts. Melbourne Grammar is moving towards a historic philanthropic campaign and will rely on the Development team and this role to deliver transformational philanthropic support to the School.

Annual key performance indicators will be set for this role on philanthropic income, giving participation and retention rates.



Key Criteria for Success

After 12 months in post, the successful candidate will have:

- Identified, qualified and started to engage with a high number of potential principal, major and leadership gift donors to the School more broadly and specifically supporting capital projects identified in the new Strategic Plan.
- Established good working relationships and built credibility within the Community Relations team, and more broadly across the School and with external stakeholders.



Key Responsibilities

Development

- Under the guidance of the Head of Development, plan and deliver a range of giving programs – including principal and major gifts, mid-level giving, annual and regular giving, and bequests – that help build and strengthen participation and philanthropy within the School community.
- Personally invite gifts for giving programs from key constituents.
- Manage a portfolio of potential principal, major, and mid-level gift donors.
- Identify prospective principal, major and mid-level donors and bequest prospects.
- Maintain accurate records of donor activity in Raiser's Edge database.
- Attend Development and Community Relations events, as required.
- Other duties, as directed by the Head of Development and the Director of Community Relations.

Stewardship & Donor Relations

- In collaboration with the Communications and Marketing team, contribute to the creation and publication of donor/impact stories for a wide variety of stewardship vehicles including the website, publications, newsletters, podcasts, videos and the like.
- Work with the Donor Relations Manager to integrate and deliver bespoke donor relations activities for current Melbourne Grammar School donors.
- Work with the Manager, Data Services to create and regularly update templates for all acknowledgement letters and pledge reminders, ensuring quality and rotation of messages.
- Work with the Manager, Data Services to produce donor-centred annual stewardship reports for designated donor.

Risk Management/ Health and Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues



Child Safety

- Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment. All staff must comply with the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.

Person Specification

Experience and knowledge

Essential

- Preferred experience engaging and delivering major philanthropic gifts.
- Proven track record of success in achieving fundraising goals.
- Demonstrated mix of annual to mid-level giving experience and/or planned giving experience.
- Demonstrable experience of working with boards or volunteers.
- An appropriate tertiary qualification, with a minimum of three years' industry experience.
- Demonstrable knowledge and understanding of fundraising, donor relations and stewardship concepts, procedures and practices.

Desirable

- Knowledge of advancement and strategic philanthropy practice in education.
- Development experience gained in the higher or secondary education sector.

Skills and abilities

- Demonstrated ability to establish and maintain sound working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues.
- Excellent communication and presentation skills both oral and written.
- Excellent organisational and interpersonal skills, coupled with the ability to liaise, consult with and influence colleagues and volunteers at all levels.
- Demonstrated project management skills, including the ability to operate effectively in a complex busy environment, balance a range of priorities and expectations, and meet goals and deadlines.
- Sound computer skills and knowledge of current business applications such as Microsoft Office.

Attitudes

- Collaborative working style as a valued team member.
- Discretion and reliability for confidentiality in the conduct of development business
- An understanding, willingness and ability to embrace and support the objectives and ethos of the School.
- A high level of integrity and professionalism
- An ambitious attitude to be a part of a new and exciting model of advancement
- As some weekend and evening work may be required, the incumbent must be willing to work flexible hours, as required.



Next steps

Terms

To discuss salary parameters please call **Jocelyn Kelty**, Director, Australia Office on +61 (2) 8218 8215.

This is a full-time contract for 3 years with the possibility of renewal.

The successful candidate must hold, or be willing to obtain, a current Employee Working with Children Check.

How to Apply

Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. Details of your latest salary, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Jocelyn Kelty, Director, Australia Office at Richmond Associates.

First interviews with Melbourne Grammar will take place on or around **22 July**, with panel interviews taking place on or around **29 July 2022**.

Closing date for Applications:
Friday 8 July 2022

Applications to be sent to
Jocelyn Kelty, Director,
Richmond Associates,
Australia Office.

✉ info@richmond-associates.com
☎ +61 2 8218 2185

