

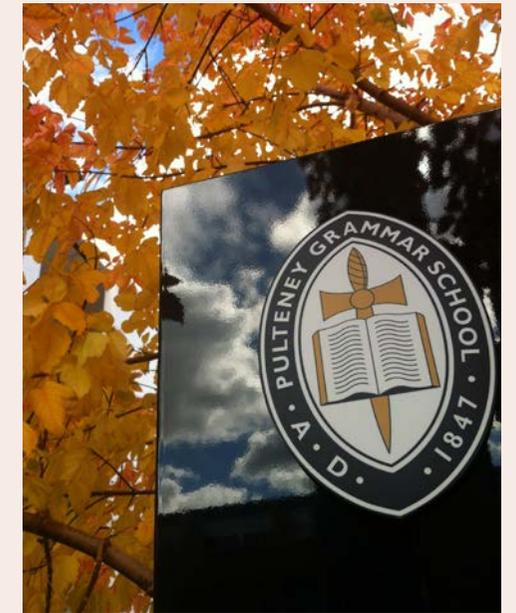
Pulteney Grammar School

Director of Philanthropy
(Development Programs)



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Background Information

A contemporary, co-educational school, Pulteney Grammar School (Pulteney) has proudly been shaping the lives of young men and women for 175 years. Under our Strategic Plan 2021-2026, we strive to provide a personalised educational experience defined by authentic relationships. This will be achieved through shared systems of teaching and learning that empower students to prosper.

Pulteney was founded in 1847 to offer the elements of a plain, useful education for the mercantile and working classes, in contrast to other independent schools at the time. This spirit of hard work and enterprise continues to this day.

At 1000 students and located within the City of Adelaide, Pulteney is a welcoming, cosmopolitan and personable community where the interests and needs of each and every student are nurtured towards their becoming the best they can be. Relationships offer the foundation for authentic education. Our teachers thus serve as both mentor and facilitator of learning, guiding students in their decision making and along the path to adulthood. Wellbeing is thus paramount to a Pulteney education; supportive and inclusive pastoral care a feature at every stage of schooling.



Our Mission

To provide a meaningful and useful educational experience for each and every student that enables them to be their best self.

Vision

To prosper.

Community Engagement and Philanthropy at Pulteney

The connection to Pulteney is one enjoyed well beyond the days of school: a Pulteney education is for life. Our School's culture is best defined by our sense of close community.

Our strong network of Old Scholars hail from more than 40 countries around the world. Old Scholars and parents guide students through our "Futures" programs, including mentor breakfasts and work experience. Old Scholars also enjoy a strong program of reunions each year. Immersion in a supportive school family is a unique and wonderful aspect of the Pulteney Grammar School journey.

Philanthropy helps shape the future and for an independent school such as Pulteney. It has the capacity to remove barriers to education and inspire students from a diverse range of backgrounds to excel. In Pulteney's 175th anniversary, philanthropic opportunities play a vital role in our capacity to improve access to high quality education and to provide the very best learning and teaching environment possible.

For further information visit:
<https://www.pulteney.sa.edu.au/>

To view the current strategic plan:
<https://www.pulteney.sa.edu.au/vision/> and **Prosper: Pulteney's 2021 – 2026 Strategic Plan**

To learn more about the history of the School, view **The Story of Pulteney**

Learn more about **Our lived values – the future of Pulteney**

For more information on giving to Pulteney: <https://www.pulteney.sa.edu.au/philanthropy-community/>



The Role

Job Title

Director of Philanthropy (Development Programs)

Location

Adelaide, South Australia

Reports to

Deputy Principal, Advancement

Key Relationships

- Principal
- Director of Marketing & Communications
- Director of Philanthropy (Legacy)
- Admissions Office
- Board of Governors
- Foundation Board
- Old Scholars

Purpose

The Director of Philanthropy (Development Programs) will be responsible for planning, managing, and implementing an annual operating plan and budget designed to attain the development goals and support the academic mission of the School.

It is the Director's role to provide innovative leadership, oversight, and strategic direction to the Development office in developing, organising, directing and implementing philanthropy activities and programs. The Director will design, apply and evaluate annual performance measures required for successful fundraising outcomes: specific donor-related strategies, visits, solicitations, proposals, and dollars raised.



Key Criteria for Success

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

- Built strong working relationships and credibility with School leadership, teaching staff and other key internal stakeholders across the School.
- Developed a strategic and operational plan for fundraising, incorporating a Case for Support that will capture the vision for philanthropy for the School and priorities for fundraising within it.
- Implemented a key project or program within the first 6 months in the role that will demonstrate the Director's capability in fundraising best practice and start to build awareness of the impact philanthropic support can provide the School.



Key Responsibilities

Strategic and Operational Management

- Plan and develop an effective and efficient Philanthropic Development strategy and plan, in line with the School's overall priorities and direction. This will include the development of a School-wide Case for Support.
- Implement a clear set of metrics and benchmarks that include donor retention, donor increases, lifetime giving, process metrics and quality metrics.

- Ensure the CRM is fit for purpose in support of philanthropic activity.
- Prepare and deliver regular presentations and reports, in relation to philanthropy to the Principal, Deputy Principal, School Board and Foundation Board.

Major Gift Fundraising

- Develop a long term program for the identification, qualification, cultivation, solicitation and stewardship of major gift prospects.

- Manage the School database for long term cultivation, solicitation and stewardship.

Annual Giving

- Provide strategic oversight for a comprehensive Annual Giving Program designed to significantly increase operating support over the next five years.
- Develop a comprehensive Annual Giving Program operational plan, in consort with other stakeholders that includes overarching strategic goals, detailed action items, responsibilities, and deadlines for the upcoming year.
- Oversee the Annual Giving Program reporting and analysis and ensure progress reports are prepared on a regular basis.
- Create engagement opportunities for annual donors at all levels to cultivate them to become major gift prospects.

Donor Stewardship

- Create a stewardship program to enhance the culture of philanthropy at Pultney Grammar School.

- Develop a comprehensive calendar that outlines stewardship for all constituencies.

- Review and augment policies and guidelines for named gifts in the upcoming capital campaign and around the 175th celebrations.
- Work with other key staff to develop personalised stewardship plans for significant donors.
- Design specific stewardship strategies for donors who reach a milestone in their giving history.

Parent Relations

- In partnership with the Admissions Office, implement strategies that begin before and during enrolment to educate incoming families about the culture of philanthropy at Pultney Grammar School.
- Develop a strategic and tactical plan for current and recent parent programming, with the goal of increasing parent engagement and philanthropic support.
- Together with the Executive, lead the active cultivation and solicitation of philanthropic prospects.



Person Specification

Experience and knowledge

Essential

- An appropriate tertiary qualification and/or post graduate qualifications.
- A record of success in philanthropy program management within the independent education sector, the higher education sector, or a relevant not-for-profit environment.
- Experience in the leadership and management of staff with the ability to mentor and support a diverse team of staff to achieve the objectives of the School.
- Proven track record in identifying, soliciting, closing and stewarding major gifts.
- Experience in developing, implementing and managing successful annual giving programs.
- Fundraising database experience.

Desirable

- Experience with capital campaigns

Skills and abilities

- Ability to work collegially with and gain the respect and support of senior academic and administrative staff across the School.
- Excellent communication and interpersonal skills with the ability to represent the values and ethos of the School in all interactions.
- Understands and embraces a metrics-based approach to fundraising.
- Strong familiarity with development systems and procedural best practices.
- Strong computer and analytic skills.

Attitudes

- High level of authenticity.
- A collaborative approach.
- Comfort with a hands-on approach where required.
- Dynamic and ambitious.
- Resilient and adaptable.
- High level of discretion and tact.



Next steps

Terms

To discuss salary parameters please call **Jocelyn Kelty**, Director, Richmond Associates Australia Office.

The package includes:

- 11% superannuation
- Access to school tuition fee remission
- 6 weeks annual leave

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 Pulteney Grammar School will take place on or around **3 June**, with panel interviews taking place on or around **10 June 2022**.

Closing date for applications is Monday 23 May 2022.

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

✉ info@richmond-associates.com
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