

Scotch College Adelaide

Director of Philanthropy



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Background Information

Scotch College Adelaide is an independent, co-educational day and boarding school for students in ELC to Year 12. It is located on two adjacent campuses in Torrens Park and Mitcham in the inner-southern suburbs of Adelaide, South Australia. Founded in 1919, Scotch has over 1150 students, the highest number in the College's history. We have more than 250 staff.

Inspired by the Scottish Enlightenment tradition, a philanthropic group of Presbyterian families founded Scotch College to honour those that fell in the Great War. Over a century later, Scotch is a flourishing community, located in one of the most liveable cities in the world, providing an exceptional education with global reach.

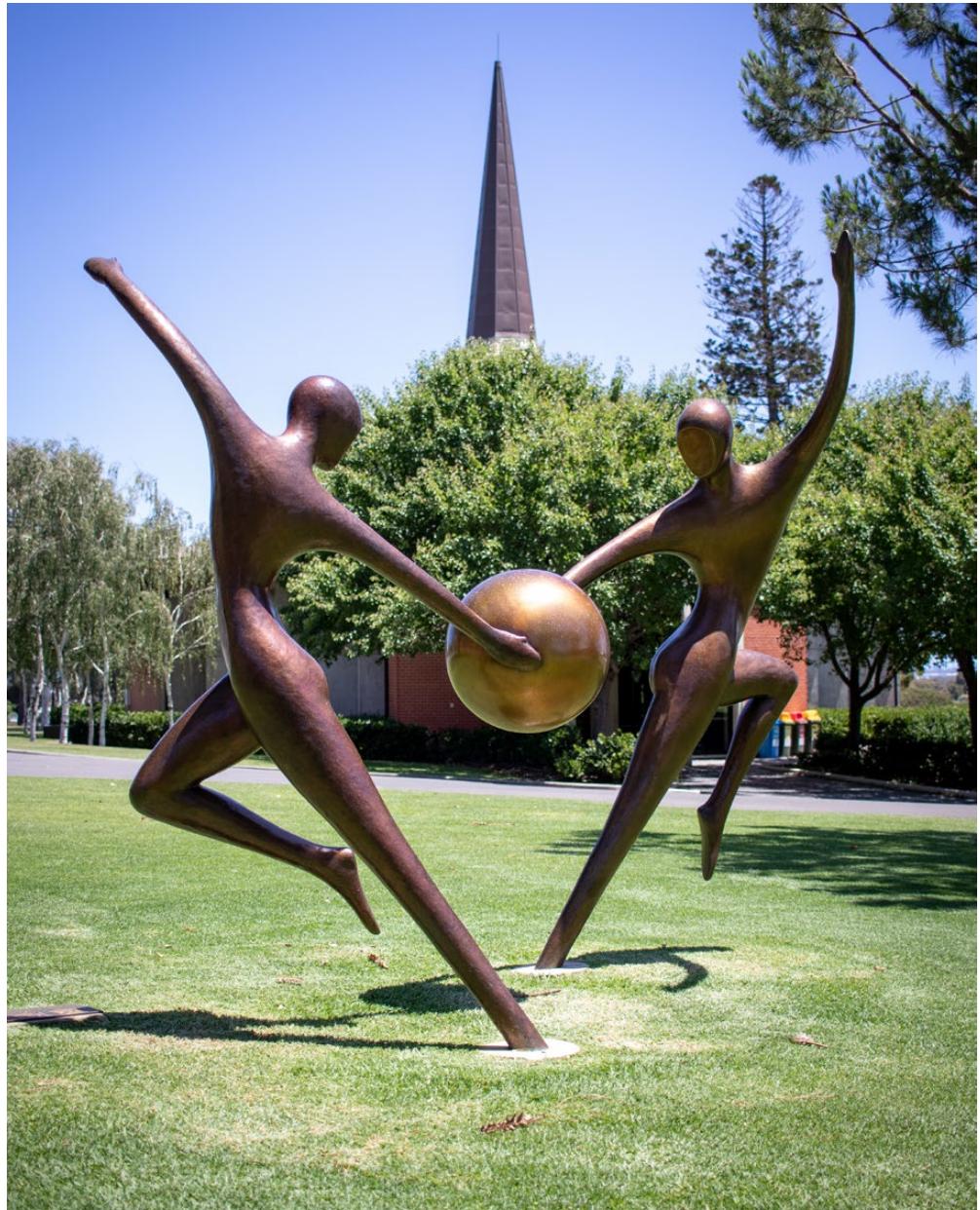
Scotch develops all aspects of its students to instil the capacity for life-long learning, and a strong sense of service, community, and wellbeing. Scotch innovates and demonstrates best practice as we nurture every student's potential to prepare them for a full and purposeful life in a changing global environment. Scotch is an accessible, globally minded, and socially responsible community with a bright future. We have a strong reputation, fervent support from our community and healthy finances.

In late 2022, and with a significant contribution from the Philanthropic contributions of our community, the College will open the Purruna Spencer Newton Centre (our Wellbeing and Sports Centre). This \$26 million building is the biggest infrastructure project in the College's history. It symbolises and affirms the College's commitment to wellbeing, innovation and future focus.

Our Mission

Embedding wellbeing being is at the heart of our organisation.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.



We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Philanthropy at the School

Scotch is here to educate. We are here to transform. We are here to prepare the next generation to have the most positive, most enduring, most memorable impact on society.

That education fulfils the individual and benefits the nation and the world. It is a big vision, supported by great events and inspirational activity.

This ambition comes at a cost. Our annual income is around \$25 million. Roughly 20% comes from government funding. The rest comes from fee income. Once we cover our running costs (of which salaries are the major part), and service our debts, we are left with enough to handsomely refurbish one set of classrooms, renew some of the furniture, deal with small, but high priority infrastructure demands of the College, and make progress with some very boring but essential fundamentals such as electrical and bore water systems.

Scotch was founded on the philanthropy and vision of ten Presbyterian leaders who bought Torrens Park House to establish the College a hundred years ago. Since then, each generation has developed and sustained the College with many generous gifts and donations to provide facilities, scholarships and programs. Nothing has changed.

So, if we are to radically change our infrastructure, and transform our campuses to support our future needs, we need to continue to raise funds – big funds – through philanthropy.

The College's philanthropic tradition will remain crucial for generations to come.

The outgoing incumbent has worked with the Principal and Council to successfully embedd a culture of philanthropy within the College, culminating in a capital campaign which has just raised \$10M over a 6-year period.

The incoming incumbent will be charged with establishing a new philanthropic vision for the College and building a new team to deliver that vision. They will develop strategies to build giving to scholarships and the scholarship endowment. They will also be involved in planning for the next major infrastructure project that flows from the strategic intent, and will engage more purposefully & effectively with Old Collegians.

For further information go to:
<https://www.scotch.sa.edu.au/>



The Role

Job Title

Director of Philanthropy

Location

Adelaide, South Australia

Reports to

Principal and CEO

Key Relationships

Internal:

- Senior Leadership Team
- Philanthropy team
- Community and Marketing team
- Advancement Committee of Council
- Scotch College Foundation

External:

- Current and past parents
- Alumni
- Donors and prospective supporters
- Community members, partners and friends of the College

Purpose

A member of the College's Senior Leadership Team and reporting to the Principal and CEO, the Director of Philanthropy is responsible for the development and implementation of major gifts and regular giving strategies and performing the role of Executive Officer to the College's Advancement Committee and the Scotch College Foundation.

With Philanthropy as a strategic imperative and coming off the back of a hugely successful comprehensive campaign, this role will realise and consolidate the fundraising momentum and advances gained from the campaign to continue to build on the culture of philanthropy and position the College for continued success in the next 100 years.



Key Criteria for Success

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

- Developed, and begun to implement, a new philanthropic vision for Scotch College, developing strategies to build investment in scholarship and endowment.
- Continued to increase engagement and participation across all areas of Philanthropic activity.
- Successfully recruited a new philanthropy team to support the philanthropic vision of the College.
- Established themselves as a trusted and credible member of the College's Senior Leadership Team, the College's Foundation team and the broader Scotch College Community.



Key Responsibilities



Strategy and Leadership

- Participate in corporate decision making through effective and participative membership of the Senior Leadership Team (SLT), including building strong professional relationships with peers on the SLT.
- Undertake strategic planning relevant to all aspects of Philanthropy and personal giving.
- Develop and implement a strategy which will deliver sustainable philanthropic income in support of the College's current and future strategic priorities and growth targets for philanthropy.
- Work with the Principal, Council of Governors, and Advancement Committee to identify long- and short-term objectives in relation to philanthropic and other targets.
- Collaborate closely with the Community Relations team to ensure strategic alignment.

Philanthropy and Personal Giving

- Ensure the Principal, Advancement Committee and SLT are fully informed on key issues in relation to philanthropy and giving, including emerging trends and risks and opportunities that could impact future revenue targets.
- Manage all campaigns and bequest programmes.
- Design and implement a donor development strategy, including programmes for upgrading donations, encouraging giving and bequests and attracting and maintaining major donors.
- Ensure that all donors are appropriately acknowledged and supported.
- Ensure that agreed targets are met and programmes delivered.
- Actively consult and involve Council, members of the community and staff wherever possible in appropriate activities.
- Perform the role of Executive Officer for the Advancement Committee, preparing the meeting packs and attending meetings as required.

- Manage the financial aspects of capital campaigns including budget management, income and expenditure targets, monitoring pledge cash flow and pledge audits.
- Understand Australian tax law as relates to deductible gift recipients (DGRs).

External Relationships

- Work with Government Agencies and private/corporate organisations to maximise the exposure and influence of the College in areas which support the Strategic Plan.
- Represent the College in forums which influence government spending in private schools.
- Build networks with industry bodies like CASE and EducatePlus to stay abreast of industry trends and opportunities.
- Investigate and activate avenues of grant funding for the College.

Scotch College Foundation

- Perform the role of Executive Officer for the Scotch College Foundation, including preparing Board meeting packs and overseeing the audit.
- Ensure that the activities of the Foundation are audited on an annual basis.
- Oversee the stewardship of the Gratton Society (bequests) and Webb Society (regular giving).

Workplace Health and Safety

- Facilitate a safe and supportive work environment by ensuring sound work practices and procedures.
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both them and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Read and adhere to all Scotch WHS policies.



Person Specification

Experience and knowledge

Essential

- Bachelor's degree or relevant qualification.
- Proven success in philanthropy and fundraising, including the ability to ask for and close significant gifts at all levels, from annual giving to major gifts.
- Experience leading major gift and regular giving campaigns.
- An established track record delivering positive donor experience in a proactive manner.
- Proven experience working with significant and important stakeholders.
- Successful experience stewarding critical relationships, including the ability to implement effective systems of communication and consultation in a diverse environment.
- Demonstrable experience in the recruitment and leadership of a small team.
- Knowledge of current trends in philanthropy and fundraising.

Desirable

- Experience in educational or not-for-profit fundraising sector.
- A thorough working knowledge of independent schools in Australia.
- Marketing and communications experience.

Skills and abilities

- The ability to meet significant income targets
- The capacity to think strategically and analytically to create solutions to improve service delivery and effectiveness.
- Aesthetic & creative skills.
- Minimum intermediate computer skills in particular knowledge of Word, Excel and PowerPoint.
- Familiarity with at least one Relationship Management database (e.g. Raiser's Edge, Potentiality, Synergetic).

Personal Attributes

- Outstanding interpersonal and written communication skills.
- Excellence in relationship building and management.
- A track record with problem solving.
- Ability to be self-directed and work within a team in a complex, multi-tasking environment.
- Flexibility to work some out of hours.



Next steps

Terms

This position is offered on a full time, five year fixed term contract.

To discuss salary parameters please call **Judith Marks**, Senior Consultant Australia Office.

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

All applicants must be eligible to work in Australia.

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Judith Marks, Senior Consultant.

All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.

You must be able to work flexible hours to service the College's various activities, which will include evening and weekend work.

Richmond Associates will conduct interviews with suitable candidates the **week commencing 26 September 2022**.

First interviews with Scotch College will take place on **6 October 2022**, with second round interviews on the **12 October 2022**.

Closing date for applications is 23 September 2022.

Please send your application to Judith Marks, Senior Consultant, Richmond Associates Australia Office.

✉ info@richmond-associates.com