

St Aloysius' College

Associate Director of Foundation



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Background Information

College History

Overlooking beautiful Sydney Harbour and next to its Bridge, St Aloysius' College has close to 1,300 boys from Year 3 to Year 12, and over 200 staff. It was founded in 1878 when the Catholic Archbishop of Sydney, Dr Roger Bede Vaughan, a Benedictine, asked the Jesuits to establish a College for boys to meet the needs of the growing Catholic community in Sydney.

St Kilda House on the corner of Cathedral Street and Palmer Street was rented for this purpose and forty-five students were admitted on 3 February 1879. The number gradually increased during the year to one hundred and fifteen.

In September 1883, the College moved to a property known as 'Auburn Villa' in Darlinghurst, and changed its name to 'St Aloysius', the patron Saint of Youth. Finally, on 2 February 1903, the College relocated to its present site on Upper Pitt Street at Milsons Point.

Since the beginning of the 20th Century, the College has grown but always remained true to its humble origins. Its physical location has expanded to include three sites in Milsons Point as well as the College War Memorial Oval in Tyneside Avenue, Willoughby.

In recent years, the College has renewed its mission as a Jesuit school in the Ignatian tradition and published a 20-year architectural Master Plan for the College. Plan Magis sets out the aspirations for a much-needed redevelopment of the Upper Pitt Street campus, Wyalla and the Junior School to support excellence in learning and teaching for current and future generations. More information can be found here: <https://www.strategy.staloyisus.college/planmagis>

Governance

The College Board is responsible for the local governance and management of the College and both our Principal and Rector report to it. In turn, the Board reports to both Jesuit Education Australia (JEA), and the Jesuit Provincial.

St Aloysius' College has a lay Principal and a Jesuit Rector who are jointly responsible for the leadership of the College on a daily basis. The Principal, as Head of School, is responsible for the management, good order and quality of performance of the College, as well as the educational and pastoral welfare of the students and staff. He is assisted by a Jesuit Rector who is responsible for the spiritual and religious health of the College community and all such programs to nourish its development.



The Foundation Office is led by the Director of Foundation, who serves on the College Leadership Team, and as Executive Officer/Company Secretary for St Aloysius' College Foundation Ltd. The Director of Foundation leads a small team committed to delivering all fundraising activities for the College, alongside a growing engagement program with the Alosyan community.

Further information can be found here:
<https://www.staloyusius.nsw.edu.au/about-us/leadership-and-governance>

College Mission and Vision

St Aloysius' College is a Jesuit school, educating boys to become young men of compassion, competence, conscience and commitment.

The College companions with parents in the formation of their sons. It seeks to produce men for others who are balanced and motivated, integrating spiritual maturity and academic excellence with a rounded social and physical development. In essence, a Jesuit education stresses the formation of the whole person and the encouragement for young people to find God in all things. While attention is given to the development of intellectual and other skills, emphasis is also placed on the formation of character, socially just attitudes, and a commitment to deeper religious values. We aspire to form and graduate young men for others who take their gifts into a world that so desperately needs them.

The Mission Statement of St Aloysius' College is thus:

The College's mission is to provide, in cooperation with parents, a Catholic education that:

- Proposes Christ as the model of human life
- Pursues excellence in teaching and learning
- Promotes life-long learning and spiritual growth.

College Life

Academic Life; Educating Wise Men

As an academically oriented school, students with a natural intellectual curiosity and a strong willingness to learn will flourish within the learning style offered. The Jesuit education we provide promotes achievement across the curriculum and encourages students to pursue results commensurate with their ability. It also inspires each student to discover his unique gifts and develop them fully.

Teaching and Learning in the Senior School provides rigorous learning opportunities that are rich and diverse and meet the needs of individual learners. Teachers set high expectations of the students and encourage them to do their best at all times. The academic curriculum has an emphasis on pursuing excellence in Humanities, Mathematics, Sciences and Creative Arts. The curriculum does not include subjects from Technical or

Vocational areas, though some boys in Senior years may enrol in specialist external subjects.

Co-curricular Program

The Co-curricular Program at St Aloysius' has been designed to give every student the opportunity to participate fully in the life of the College. Senior School students, Years 7 to 12, are encouraged to be involved in a co-curricular activity. While sport is the main co-curricular item and an important element in the overall curriculum, students are also encouraged to participate in a wide range of other activities, allowing them to develop interests, hobbies and talents, giving them confidence, and the ability to share those gifts with the world.

There is a long tradition of music at St Aloysius' College since our earliest days. Students are offered a range of learning experiences in music performance, from individual tuition and classroom music to massed choirs and orchestras.

The St Aloysius' College Cadet Unit, established in 1913, is the largest voluntary, school-based cadet unit in Australia. During their time of service, cadets will develop skills in navigation, first aid, field craft, abseiling, orienteering, teamwork and leadership, through the various activities offered within the unit.





Students have the opportunity to participate in weekly theatre improvisation workshops where they explore spontaneous creativity and work on their ensemble skills through the use of improvised performance and activities. They can also take part in regular drama productions.

Other co-curricular activities available in both the Junior and Senior Schools include debating, chess and engineering/robotics. In the Senior School, these and other activities are available, including the Bellarmine Academy – philosophy club, strength and conditioning and the Duke of Edinburgh International Award.

Cura Personalis – Care of the Individual

Pastoral Care is not an institutional, or a formulaic care, but a relationship which is personal and individual. At St Aloysius' College, all members of the College Community – students, parents and staff – are called to extend this type of care and concern to others.

Pastoral Care promotes a positive, unified school culture where each student feels connected to, and with, others. We try to nurture each student, so they develop a strong sense of self-respect and insight into their own unique gifts and achievements.

Our students, staff and community are encouraged to think of others before themselves. As a Jesuit school, we aim to nurture and form students who will challenge norms and follow their conscience where they consider something is less than good, less than true, less than just. We desire to shape well-informed, well-educated, reflective students, grounded and guided by the truth held within their hearts, and steadfast in their care and compassion for their peers.

Our Schools and Facilities

Junior School (Years 3-6)

The Junior School campus is situated in Burton Street, Milsons Point. There are two classes in Years 3 and 4 and four classes in Years 5 and 6.

The Junior School site has all its own facilities, including library, science lab, technology, music and art rooms. There is a small Chapel located in the main entry to the Junior School where class masses are held. The Arrupe Room, named after Pedro Arrupe, a past General of the Society of Jesus, is a multi-purpose facility used for in-house performances and as a rehearsal space for choirs and concert bands as well as class and Year Group meetings.

An onsite basketball court, cricket nets and undercover area are used by the boys along with the full range of facilities in Dalton Hall at the Senior School, nearby Bradfield Park and North Sydney Olympic Swimming Pool.

The Senior School (Years 7-12)

The Senior School campus is located across two sites on opposite sides of Upper Pitt Street, Milsons Point. Years 7 to 10 are on the main campus while Years 11 and 12 are across the road on the Wyalla campus.

The Senior School has a full range of modern facilities for both curricula and co-curricula pursuits, including the Kircher Library; a purpose-built drama theatre, the Miguel Pro Playhouse, the Andrea Pozzo SJ Centre for Visual Arts, along with music facilities on the fourth and fifth floors and a debating and public speaking theatre, The Bellarmino. At the geographic heart of the College is the The College Chapel where many liturgies and masses are held. Full school assemblies are held in the Great Hall. An IT help desk is available for boys to access both in person and online.

The St Aloysius' College Old Boys Union (SACOBU)

The College has a strong and closely connected Old Boys network, with a quarterly newsletter, class reunions every five years in Australia and annual overseas catch ups. The Gonzaga Society, a gathering of Old Boys who left the College 50 years or more ago, also meets twice a year.

St Aloysius' College Past Parents Association (SAPPA)

The aim of the St Aloysius' Past Parents Association (SAPPA) is to maintain relationships with Past Parents and does so by hosting regular get-togethers, keeping in touch with the College, with one another and with the wider Jesuit ministries.

Opportunities for Younger Old Boys

Mentoring and networking opportunities allow younger Old Boys to connect with and support existing students. Recently graduated students can also apply to return as sport coaches, tutors of academic subjects or to assist with debating and public speaking.

The Foundation Office and the School of Mine Campaign

Dedicated to the advancement of the College alongside the preservation of its traditions and heritage, the Foundation Office acts as the Advancement function for the College and comprises staff across donor relations, alumni and community relations, campaign management, major gifts and bequests. The Office works closely with a range of volunteer-led associations, such as the St Aloysius' College Old Boys' Union (SACOBUE), St Aloysius' Past Parents Association (SAPPA), the College Foundation Board, School of Mine Campaign Committee, Bursary Sub-Committee, Investment Advisory Panel, College staff and other groups within

the Aloysian family, engaging the College community through events and other communications, and encouraging them to be involved and stay connected with the College.

The Foundation Office raises philanthropic funds for several key focus areas: the Bursary Fund, the Building Fund and the Library Fund. Lying at the heart of its work, the Bursary Fund supports young men whose families would not otherwise have the financial means to attend the College. The College's means-tested bursaries are the only financial support we offer prospective students. St Aloysius' does not offer talent-based bursaries.

Through the School of Mine philanthropic campaign, the College is seeking the generous support of its community (including Old Boys) for transformational buildings and bursaries to help secure the future of St Aloysius'. The School of Mine Campaign commenced in late 2018, with an ambitious goal to raise \$20M by the end of 2023 or early 2024. It is on track to achieve this goal, as scheduled. Learn more about School of Mine here: <https://www.strategy.staloyisus.college/som>

Since the appointment of the Director of Foundation in 2020, momentum has continued to build for this campaign, with a new strategy launched through the Foundation Office to support its growing development and engagement program.

For further information on the Foundation Office and giving to the College visit: <https://www.staloyisus.nsw.edu.au/our-community>



The Role

Job Title

Associate Director of Foundation

Location

Sydney Australia

Reports to

Director of Foundation

Key Relationships

- Foundation Office team
- Communications team
- Current Parents
- Benefactors and volunteers
- All Old Boys of the College
- St Aloysius' College Past Parents Association (SAPPA)
- St Aloysius' College Old Boys Association (SACOBU)

Purpose

The Associate Director of Foundation is a member of the Foundation Office and works collaboratively with colleagues to support the identification, cultivation, solicitation and stewardship of key benefactors to the College Foundation, alongside the implementation of a bequest strategy.

Additionally, the Associate Director of Foundation will lead the highly successful annual appeal program and work closely with the Director of Foundation on matters related to governance.'

The Associate Director of Foundation will actively engage in a culture of professionalism, a high level of performance, collaboration, accountability and focus on achieving key strategic goals and objectives for the College Foundation. The Associate Director of Foundation is responsible for demonstrating commitment to the Catholic, Jesuit ethos of the College.



Key Criteria for Success

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

- Taken charge of a major donor portfolio who have the capacity to give \$50K+.
- Supported and continued to develop the Bequest Program ('Ad Majora Society').
- Supported and led the continued success of the Annual Appeal program, delivered twice, annually (tax and Christmas).
- Worked closely with the Campaign Committee and Foundation Board, activating volunteer groups and playing a proactive role in all Development activity to supporting the delivery of the Foundation's *School of Mine* campaign.
- Established themselves as a trusted and credible member of the Foundation office and across the broader team at St Aloysius' College and the wider School community.



Key Responsibilities

- Working collaboratively and closely with the Director of Foundation, support the implementation of a robust Bequest ('Ad Majora Society') program for the College Foundation, which incorporates an annual program of activities, communications and strategies.
- Foster productive relationships with key internal stakeholders and external stakeholders to the College Foundation, engaging with their networks and supporting fundraising-based activities.
- Proactively identify and engage with prospective major gift donors and bequest donors to the College Foundation, with a clear focus on building the pipeline of ongoing philanthropic support.
- With support from the Director of Foundation, lead the ongoing success of the twice-annual, appeal program, which builds on the support of regular donors.
- Maintain up-to-date records on the College Foundation customer relationship management (CRM) system and ensure details are kept centrally and uploaded to this system on a regular basis.
- Work closely with the Donor Relations Officer in the delivery of key stewardship activities alongside support for mid-level giving engagement strategies.
- Monitor, review and report regularly on giving trends and results within the College.
- Work collaboratively with all Foundation Office staff, College colleagues and key volunteers to maximise the delivery of goals and success of its overarching strategy.
- Attend donor and/or key College engagement events, as required.
- Demonstrate a positive, solutions-orientated collaborative attitude and growth mindset, taking pride in delivering quality outcomes and in the continued pursuit of excellence.
- Work closely with the Director of Foundation, on the governance of the College Foundation.
- Comply with relevant legislation including Child Protection and other legislation for the safety and wellbeing of students and staff.
- Maintain a professional network and engage in ongoing professional learning.
- Any other duties as requested by the Principal and/or Director of Foundation.



Person Specification

Experience and knowledge

Essential

- Relevant qualifications and/or equivalent skills and experience in fundraising, ideally within an educational setting or leading charity.
- Demonstrated ability to identify, cultivate and solicit major gifts (\$50,000 or greater).
- Prior experience and ability to effectively manage a portfolio of major donor prospects, including a high level of organisation and stewardship.
- Strong understanding of the philanthropic landscape in Australia and associated trends.
- Demonstrated experience working with communities in an educational setting.
- Demonstrated experience working with volunteers and stakeholders.
- Experience in project management and event management.
- Experience using a variety of Customer Relationship Management (CRM) platforms.

Desirable

- Experience in securing principal-level gifts (i.e. \$1M or greater).
- Experience in working in a large philanthropic campaign.

Skills and abilities

- High-level communication skills, with demonstrated capacity for persuasive writing.
- Strong interpersonal skills with a demonstrated ability to effectively manage and influence a range of key internal and external stakeholders.
- An ability to work independently as a self-starter and collaboratively as a supportive and engaged team member.
- High level of customer service skills and ability to lead small group presentations.
- Solutions-orientated mindset with the ability to manage conflict and challenging situations.
- Proven ability to prioritise competing and multiple demands.
- A strong work ethic, sense of humour, resilience, be creative and collaborative.

- Ability to maintain confidentiality and exercise discretion with sensitive issues.
- High level of technical competence in Microsoft Office, particularly PowerPoint, Word and Excel, and with email, internet and databases.

Attitudes

- Commitment to the mission of Independent Catholic education of boys in the Jesuit tradition.
- A deep belief in, and commitment to, philanthropy, education and the ideals and mission of the College.
- A pro-active person with an excellent work ethic.



Next steps

Terms

To discuss salary parameters please call **Judith Marks**, Senior Consultant, **Richmond Associates**, Australia Office on +61 2 8218 2185.

Out-of-hours work (evening and weekend) will be required from time to time to successfully perform the inherent requirements of the position. Time off in lieu will be granted.

How to Apply

Applications should include:

- A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
- Details of your 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).
- 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 Judith Marks Senior Consultant at Richmond Associates.

First interviews with St Aloysius will take place on or around 25 August 2023, with panel interviews taking place on or around 1 September 2023.

Closing date for applications is on Monday 14 August 2023.

Please send your application to **Judith Marks**, Senior Consultant:

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

