

# Wenona School

## Director of Philanthropy



# Letter from the Principal

A very warm welcome to Wenona – a school dedicated to egalitarian leadership, diverse opportunities, a commitment to service and strong character, and the provision of an outstanding education for young women.

Wenona's history is one of innovation and high expectations for our young women. Our reputation for academic excellence can be traced back to 1886, when our founder, Miss Edith Hooke established the School with a vision that was ground-breaking in its time: to provide young women with an outstanding liberal-based education.

Wenona is an enormously exciting place to be today. As a leading independent day and boarding school for girls (K to 12), Wenona is a learning community where students are taught to think, by teachers who inspire them. It's a place where every girl is encouraged to take responsibility for her educational journey. It's a place where each student is challenged and inspired to become a Renaissance woman. In practice, this means she is given the opportunities and choices to pursue a holistic education across a broad range of disciplines and

experiences – both in the classroom and beyond – so she develops an intellectual curiosity to learn more about life and the world around her.

We are enormously proud of our students' achievements across a wide range of areas. But while academic achievement is important at Wenona, our focus is on education in the truest sense of the word – bringing out the best in each student, so she has the competence and the confidence to thrive in whatever she chooses to do. And what she does is her decision. Our job is to equip her with the tools and the character to make it happen.

Wenona is also a place where we take great pride in bringing out the best in our staff and celebrating their professional learning journeys and leadership development – just as we celebrate the achievements of the young women in our care. We regularly acknowledge teamwork and diligence, acts of kindness and sacrifice, and gestures of care and goodwill, from our weekly Staff Morning Teas to our annual Staff celebration and Awards Dinner. Staff are given every opportunity to continuously improve their practice, safe in the

knowledge that what they do and how they do it is being supported, challenged, and encouraged by staff mentors, and by students.

Undoubtedly, one of the defining characteristics of Wenona is the quality of the relationships we forge with one another - with staff, students, families, alumnae, and the broader community that surrounds us. These relationships help us to balance diversity with unity, rights with responsibility, and individuality with community. Our young people flourish when they have good relationships, and our community flourishes when we promote the sort of lasting relationships that foster respect and support for one another.

Whenever I walk around Wenona, I take great pleasure in seeing the strength and warmth of our daily interactions. Wenona is a school where we look each other in the eye and say hello. Wenona is a school where girls stand up when an adult enters the room. It is a school where courtesy and respect are evident in our interactions, and where our character and our shared values of courage, strength, grace, wisdom, and kindness drive our decisions. One of my favourite quotes

is: "We are all just walking each other home." It's a reminder that while some days are smooth sailing, others are difficult. We all have bad days, but if we walk alongside each other, looking for the common ground we all share, it's easier to be more understanding and supportive of one another as we help our young women navigate their lives.

This sense of community is just one of the many, many reasons I feel an enormous gratitude to be at Wenona. It's a daily reminder of what matters in life, and the privilege of raising and educating young women for a life of great purpose.



Doctor Briony Scott



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# Background Information

In 1886, prominent educator, Miss Edith Hooke founded Woodstock School with the aim of giving girls access to a well-rounded liberal education. She chose *Ut Prosim*, that I may serve as the School's motto to encourage students to see beyond the immediate priorities of their lives and develop a sense of responsibility and a desire to make a positive difference in the world.

In April 1913, Miss Hooke renamed her school, Wenona School, keeping the same colours, crest, and motto. In June 1920, a former student of Woodstock School, Miss Edith Ralston bought Wenona and became its Principal. She relocated the School to its current site in 1922 and opened Wenona's first Boarding House.

## The Vision

To educate and empower young women, in a global learning community, to serve and shape their world.

## The Mission

To provide a preeminent global education for the girls at Wenona by developing a contemporary, innovative and engaged learning community, committed to the inherent value and potential of each child.

## The Purpose

To deliver world class, contemporary, relevant education for girls, with a culture based on positive, respectful relationships, a focus on leadership and service.

## Wenona's Motto

### **Ut Prosim, that I may serve**

Since Wenona was established in 1886, 'Ut Prosim, that I may serve' has been the School's guiding philosophy. Age-appropriate Service Learning is embedded in the curriculum from Kindergarten to Year 12 in the belief that a focus on service enables the girls to become more generous, compassionate, outward-focused individuals, who will go on to make a difference in their communities.





**The Renaissance Woman**

The concept of the Renaissance Woman at Wenona is based on a holistic education that spans academic learning across a diverse curriculum. This includes STEM, ethics, philosophy, culture and humanities, creative and imaginative expression, and physical development.

The aim of Renaissance Studies is to cultivate the emotional intelligence of our students by helping them to gain a deeper understanding of their identity, find purpose through connection to community, and develop self-confidence through leadership opportunities.

When our students graduate from Wenona, our aim is for them to be creative, resilient, articulate, and well-educated young women, filled with a sense of humour and a capacity for adventure.

These qualities are modelled throughout the School and embedded into Wenona's Renaissance Studies Framework, which is undertaken by students in Year 5, Year 7, Year 8, Year 10, Year 11 and Year 12.

Through cooperative dialogue, discussion and debate, students are encouraged to expand their thinking and deepen their understanding of different cultures, perspectives, ideas, beliefs and traditions.

**Teaching and Learning**

Academic achievement is highly regarded at Wenona, and while the School is not academically selective, our students continually achieve well above state and national averages. We have a highly qualified, enthusiastic, and dedicated teaching and professional services staff, and we are committed to their professional development to drive innovative practice and embrace learning at every opportunity.

While academic achievement is important, our focus is on education in the truest sense of the word, bringing out the best in our students, so they have the competence and confidence to lead at every level and are equipped to serve and shape their world. Drawing on our values of courage, strength, grace, wisdom and kindness, our students are encouraged to be inclusive in all their dealings with other people, to celebrate difference and to value original thinking.

**Student Wellbeing**

Student wellbeing underpins everything we do at Wenona. As a leading girls' school, we focus on the issues that are relevant to girls as they make the transition from childhood to adulthood. We are fortunate to have access to extraordinary resources to care for our young people, with a structured Wellbeing program, backed by a team of allied healthcare professionals.





We recognise, value, and celebrate diversity at Wenona. From the moment a student joins our School, she and her family become part of our friendly, inclusive, and supportive community. Our students arrive with a wide range of abilities and challenges, and we work alongside them to help each student achieve her full potential, whatever that may be.

### **Boarding**

Boarding forms a vital part of life at Wenona. Wenona provides full and weekly boarding for 50 girls from Year 7 to Year 12. The boarders largely come from regional NSW, with some from overseas and other parts of Sydney, and they thrive on socialising with other girls from a huge range of backgrounds.

The girls live safely in the heart of the School in newly refurbished heritage accommodation. They are supported academically, socially and emotionally by dedicated and experienced staff. The Boarding Staff team has a significant pastoral role within the Boarding House and is responsible for the daily care and organisation of the boarders outside school hours.

### **Co-Curricular**

Education at Wenona is far broader than the confines of the classroom. Every student, from Kindergarten onwards, is encouraged to nurture a deep appreciation for the arts and culture through music, dance, drama, debating and visual art. We also encourage an active and outdoors lifestyle, with a focus on health and wellbeing, physical exercise, and teamwork. We offer students a wealth of off-the-grid experiences and challenges, including Cadets, School Camp, the Duke of Edinburgh program and walking the Kokoda Trail.

Whether they are budding musicians, actors, singer-songwriters, dancers, designers, composers, artists or film-makers, students are encouraged to engage with their creative selves and pursue their cultural passions. There is a wealth of opportunities at Wenona for students to showcase their talents and their learning, with a diverse program of activities and events throughout the year. From learning an instrument, singing in choirs, performing in music ensembles, jazz bands, rock bands, musicals and eisteddfods, as well as the student-led House Choral Concert and House Christmas Carol Concert, every student has an opportunity to take part.

Along with its Drama Studio, the School

also has the Independent Theatre, which is fully equipped with state-of-the-art lighting and sound, so students can experience the intricacies of stage management and performance. There is also a strong Debating program at Wenona, where students can learn important transferable skills such as active listening, communication, and the ability to present ideas in a persuasive manner.

Wenona is fortunate to have a dedicated exhibition space in the Judith Dey Gallery, where we celebrate the very best of student work. Along with facilities for pottery and sculpture, printmaking and textiles, and a traditional photography darkroom, students are encouraged to explore, experiment, and enjoy their







creativity. Wenona also has its own design and engineering workshops, complete with hand tools and power tools, along with a state-of-the-art kitchen where students can develop their culinary knowledge and expertise.

### **Wenona Foundation and Giving**

The Wenona Foundation, established in 1999, is the vehicle for administering the School's development programs and fostering philanthropy. The Foundation is governed by a Board of Directors made up of parents, past parents and alumnae. Regular opportunities to contribute to Wenona include the annual giving appeals, donations with tuition fees each term, and gifts in wills. Periodic capital appeals are conducted to raise funds for specific building projects or scholarship projects.

With the support of the Wenona community, the School continues to develop the most advanced facilities available for teaching and learning for young women, including most recently The Athenaeum. Donors can give to the following funds in support of the School's key priorities: the Building and Acquisition Fund, the Library Fund, the Scholarship Fund and the Education Fund, supporting teaching excellence.

### **Helpful links**

For further information please visit our website:

<https://www.wenona.nsw.edu.au/>

To view the latest annual report:

[https://www.wenona.nsw.edu.au/ArticleDocuments/220/Wenona%202020\\_DIGITAL.pdf.aspx](https://www.wenona.nsw.edu.au/ArticleDocuments/220/Wenona%202020_DIGITAL.pdf.aspx)

To learn more about the School's community and giving programs:

<https://www.wenona.nsw.edu.au/diverse>

For information on working at Wenona:

<https://www.wenona.nsw.edu.au/educators/join-wenona>

# The Role

## Job Title

Director of Philanthropy

## Location

Sydney

## Reports to

Chief Operating Officer

## Direct report

Foundation Administration Assistant

## Key Internal Relationships

- Foundation Board
- Senior Executive
- Communications and Marketing team

## Purpose

The Director of Philanthropy will work collaboratively with the Leadership Team and the School's Foundation Board to develop & implement effective strategies for initiating and maintaining fundraising initiatives for Wenona and to maintain philanthropic relationships within the wider Wenona community. Success in this role relies on the effective development of differentiated revenue growth plans based on donor capacity, timely execution of campaigns and programs, targeted relationship management across various mediums, coupled with financial management and accountability of income and expenditure budgets.

This position is directly responsible for the strategic planning, budgeting, reporting, implementation and evaluation of giving to the Foundation. The stewardship and cultivation of existing and future major donors and high net wealth families is a key element of the role, as well as the creation and management of leads that become supporters of the Foundation.





# Key Criteria for Success

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

- With the assistance of an external fundraising consultancy where required and in collaboration with School leadership, developed a strategic and operational plan for philanthropy, incorporating a Case for Support that will capture the vision for philanthropy for the School and priorities for fundraising within it.
- Built relationships with members of the Foundation Board, with a view to refreshing the Board as a group to maximise the assistance and connections that they can provide
- Increased the visibility of the Foundation across the School, through increased philanthropic activity and building credible internal relationships with School leadership, the teaching staff and other key stakeholders within the School community.



# Key Responsibilities

## Strategic and Operational Management

- Plan and develop a robust Philanthropy strategy and plan, in collaboration with the Principal and Chief Operating Officer which is in line with the School's overall priorities and direction. This will include the development of a School-wide Case for Support.
- Prepare and deliver regular presentations and reports, in relation to philanthropy to the Principal, Chief Operating Officer and Foundation Board.
- Manage the Foundation budget in conjunction with the the Chief Operating Officer and the Senior Executive.
- Monitor, evaluate and report on the effectiveness of individual fundraising initiatives and campaigns.
- Monitor, evaluate and report on programs/projects and maintain appropriate records for philanthropic activity, including the preparation and analysis of regular metrics relating to philanthropic activity.



## Philanthropy Activity

- Establish and maintain relationships that enhance the financial position and reputation of the School through the Foundation and other related entities.
- Manage and oversee existing philanthropic programs that require additional work to deliver on their strategic intent. These include the annual giving program, major giving and planned giving.
- Develop and implement strategies that strengthen relationships and community engagement with existing donors and the Wenona Community.
- Research, identify and cultivate relationships with prospective new individual major donors to secure high level donations and meet targets for growth from this revenue stream.
- Identify and promote the positive impact arising from philanthropic support of the Foundation and School.
- Maintain and develop donor systems to support fundraising activities, including supporter database segmentation and the producing of relevant reports.

- Co-ordinate with staff in School Communications & Marketing to ensure a strategic approach to the supporter experience through donor communications.

## Staff Management

- Oversight of the activities, outputs and performance of the (part time) Foundation Administration Assistant and all indirect resources utilised to deliver the role requirements.





# Person Specification

## Experience and knowledge

### Essential

- Experience in philanthropy program management within an educational or other not for profit environment.
- Demonstrated success in the identification, cultivation and relationship management of major donors and high-net worth individuals, culminating in a strategic ask.
- Demonstrated success in developing and implementing philanthropy programs, products and initiatives that focus on retention and fulfil organisational strategic & operational goals.
- Solid understanding of financial processes and reporting, with proven experience in managing, analysing, reporting and forecasting budgets for campaigns and programs.



- Member of the Fundraising Institute of Australia, Educate Plus or similar.
- NSW Working with Children Check and COVID-19 Vaccination Certificate.

## Skills and abilities

- Demonstrated ability to communicate (or should be say “serve and advocate” as a representative of the School across a range of stakeholders, which includes public speaking, verbal and written presentations, proposals and correspondence.
- Demonstrated strong administrative skills and computer literacy.
- Excellent written, interpersonal, negotiation, influencing and verbal communication skills.
- Ability to work credibly & collaboratively with colleagues and stakeholders to achieve shared goals.
- Proficient people manager with proven ability in encouraging, supporting, motivating & enhancing performance of direct and indirect team members to ensure delivery of targeted outcomes.

## Attitudes

- Engaging, professional and mature approach.
- High level of integrity and professionalism.
- Highly motivated self-starter.
- A high level of integrity and professionalism.
- An ambitious attitude to be a part of a new and exciting model of advancement.
- Flexible, adaptable and agile, with the ability to work effectively within a changing environment.
- Sense of humour
- A calm, positive attitude.

The position presents an important impression of the School and the values that it represents. The position also contributes to the maintenance of a positive internal culture where service, integrity, kindness and humour are valued.

Wenona is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, sexual orientation or age.

# Next steps

## Terms

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

### Benefits include:

- 6 weeks annual leave
- Parking
- 25% discount on student fees

## 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, or Judith Marks, Senior Consultant, Australia Office at Richmond Associates.

First interviews with Wenona will take place on or around **19 August**, with panel interviews taking place on or around **26 August 2022**.

Closing date for applications is

Monday 8 August 2022.

Please send your application to the Richmond Associates, Australia office:

✉ [info@richmond-associates.com](mailto:info@richmond-associates.com)  
☎ +61 2 8218 2185