



POSITION DESCRIPTION

Role	Head of Philanthropy
Team	School Development
Reports to	Director of School Development & Philanthropy
Direct reports	Stewardship Manager and the Alumni Coordinator

The Role

The Head of Philanthropy plays a pivotal role in driving the success of the philanthropic function. This strategic position is responsible for planning, executing and managing the capital campaign and major gifts. It will also include supervising the Stewardship Manager and the Alumni Coordinator to ensure that stewardship of key stakeholders meets the school's strategic aims.

Qualifications

Marketing or Communications degree is desirable.

Experience

Philanthropy / fundraising campaign experience
Brand / marketing / communications experience
Wide networks
Project management
Experience dealing with High Net Wealth Individuals

Skill & Attributes

Exceptional interpersonal and communication skills.
Strategic thinker with strong project management abilities.
High level of professionalism, discretion, and integrity.
Attention to detail
Passion for education and empowering young women.

Key Responsibilities

Strategy

Implementation of the quiet phase of capital campaign strategy in consultation with the Campaign Committee
Development and execution of public phase of the capital campaign.
Manage the campaign timelines, budgets, donor pipeline, and reporting
Collaborate with senior leadership, campaign committees to ensure success.
Cultivate and solicit major donors and prospective donors.
Overseeing creative execution of campaigns including annual giving, bequests and other smaller campaigns.
Organising informing events, private meetings and tours as required.

Team Management

Manage the philanthropy team to ensure that strong relationships are at the core of the philanthropic strategy.
Drive continuous improvement to ensure that donor engagement strategies are best of class.

Administration

Manage the campaign committee administration needs and meetings
Service the Foundation member requirements
Ensure the database is up to date including prospect tracking, research and pledges.
Monitor and report on campaign progress and fundraising metrix.
Ensure compliance with fundraising regulations and ethical standards.

Donor management

Prospect identification and research
Stewardship of prospective and existing donors
Provision of information on donors to key executive and campaign committee
Providing and following up pledges, receipts, donor agreements