



THE WOMEN'S COLLEGE

Within the University of Sydney

ALUMNAE AND PHILANTHROPY CO-ORDINATOR

INTRODUCTION

The Women's College is a leading academic residential college for women in Australia. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

The Alumnae and Philanthropy Co-ordinator holds a full-time position at the College and is specifically responsible for ensuring all aspects of the College's philanthropic programs are delivered and the College's alumnae engagement strategy is successfully implemented. The Alumnae and Philanthropy Co-ordinator reports to the Principal.

THE POSITION

- support the Council and Principal in successfully delivering the College's philanthropic strategy and related campaigns
- nurture relationships with current and prospective individual donors and organisations in keeping with the College's strategy
- create opportunities to engage proactively with alumnae with a view to fostering long term donor relationships, including the organisation of alumnae events
- maintain the alumnae database to a high quality including tracking lost alumnae, updating contact information and recording activity and connections
- maintain and enhance donor recognition programs including correspondence, giving programs and organising donor events
- monitor and build upon the College's bequest program, including alumnae visits and maintaining relationships with identified bequestors
- maintain longitudinal comparative statistics and data analysis to inform future strategies and programs, and write pertinent, coherent reports as required
- coordinate the student professional mentoring program and alumnae mentoring program
- provide content relevant to the alumnae engagement and philanthropic giving programs for the College's various social media campaigns, in consultation with the Principal
- proactive donor and philanthropic foundation research
- coordinate the biennial Alumnae Awards
- coordinate other strategic goals as requested.

GENERAL

- attend and actively contribute to relevant staff meetings
- organise and attend Alumnae Committee Meetings and assist with shaping the alumnae engagement strategy and alumnae philanthropic initiatives
- other duties as required by the Principal.

PROFESSIONAL LEADERSHIP

- be an exemplary professional role model for staff and students
- mentor those students in leadership positions with a community service/philanthropic brief as required
- work collaboratively and model a positive approach to giving
- demonstrate an understanding of the College context, and specifically that of the University of Sydney
- attend College alumnae and fund raising activities, and general activities as appropriate
- initiate and access appropriate skill/knowledge development for self-improvement.

QUALIFICATIONS & EXPERIENCE

- tertiary qualifications and demonstrated philanthropic experience
- understanding of the history and philanthropic context of The Women's College
- capacity to manage a busy and varied workload and resolve donor queries confidentially, effectively and efficiently
- digital proficiency, especially in the Microsoft Suite e.g. word, excel, outlook, etc. and social media platforms
- proven accuracy with data collection and database entry
- willingness to undertake professional training relevant to the role
- willingness to understand and adhere to policies and procedures relevant to this position
- outstanding professional presentation and manner
- excellent interpersonal communication skills
- high-level administrative and organisational skills
- ability to liaise professionally with staff, alumnae, councillors, donors, parents and external clients
- demonstrated experience in dealing appropriately with confidential and sensitive information
- demonstrated use of initiative and the ability to anticipate the needs of the College
- proven ability to work collaboratively and energetically within a dynamic context.