MELBOURNE GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position
Donor Engagement and Stewardship Coordinator

Reporting to
The Head of Development

Context of the Role
Founded in 1858, Melbourne Grammar School educates some 1,990 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,340 boys - day students and boarders.

The Community Relations Office is the School's base for the Melbourne Grammar School community and its many activities and groups. Encompassing Admissions, Development, Alumni and Community Relations, Marketing and Communications, and Archives, the Community Relations Office is the community's main entry point to the School.

Purpose of the Role
Reporting to the Head of Development, the Donor Engagement and Stewardship Coordinator plays a central role in delivering meaningful experiences and communications for Melbourne Grammar School's philanthropic community.

Working across donor events, communications, stewardship activities and engagement programs, the position ensures donors remain informed, connected and inspired by the impact of their support. The role is suited to a highly organized relationship-builder who enjoys working with people, coordinating projects and creating exceptional stakeholder experiences.

This is a two-year contract position, with potential for ongoing employment in the future. Flexibility will be required to attend after-hours events for which time-in-lieu will be offered.

Key Internal Contacts

Director of Community Relations	Head of Marketing and Communications
Head of Development	Campaign Communications Manager
Head of Marketing and Communications	Finance Manager
Witherby Tower Society Committee	Foundation Board

Key Responsibilities
The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Donor Engagement and Events
- Assist the Development team to deliver an annual program of donor engagement activities, stewardship initiatives and events.
- Coordinate donor events from planning through to delivery, including invitations, guest management, logistics, supplier liaison and reporting.
- Support meetings and engagement opportunities between donors, scholarship recipients, students and staff.
- Maintain relationships with donors and be a welcoming, professional point of contact for donor enquiries.

Communications
- Assist with the preparation and distribution of donor newsletters, stewardship communications, impact reports and acknowledgement correspondence.
- Work closely with the Campaign Communications Manager to develop donor stories and impact content.
- Coordinate annual scholarship and donor reporting processes.

Administration and Database Manageme nt
- Maintain accurate donor records within the School's CRM systems.
- Generate reports, mailing lists and donor information to support engagement activities.

- Support donor recognition initiatives including honour rolls, publications and special projects.

Knowledge, Skills and Qualifications

- Demonstrated experience coordinating events, programs, communications or stakeholder engagement activities.
- Experience maintaining positive relationships with customers, clients, members, volunteers, alumni or donors.
- Strong administrative and project coordination capability.
- Ability to prepare correspondence, reports and communication materials.
- Experience using databases and CRM systems.
- Willingness to work collaboratively as part of a team
- Relevant tertiary qualification or demonstrated equivalent competency
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School
- Must hold, or be willing to obtain, a current Employee Working with Children Clearance

Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.