



Christ Church Grammar School

DUTY STATEMENT

Community Events and Philanthropy Manager

DATE: October 2025

TIME: 1.0 FTE

STATUS: Three-year contract

FACULTY/AREA OF RESPONSIBILITY: Communication, Engagement and Advancement

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Preparatory School (PK to 6) and the Senior School (Years 7 to 12). Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present there are approximately 1800 students including boarders.

LINE MANAGEMENT:

Reporting directly to the Director of Communication, Engagement and Advancement.

Works with the Principal and Executive team, Alumni, Parents' Association.

WORKING RELATIONSHIPS:

The Community Events and Philanthropy Manager is supported by the Communication, Engagement and Advancement team.

PRIMARY OBJECTIVES:

This role is focused on fostering a culture of generosity among students and families within the Christ Church community. It plays a key part in executing the School's Advancement Strategy, including the Capital Campaign and Annual Giving initiatives. The role also involves cultivating strong relationships across the community and ensuring the successful planning, promotion, and delivery of events through effective marketing and communication.

This role is part of the Communication, Engagement and Advancement team which also has responsibility for admissions, websites and publications, marketing, communications, alumni relations and archives.

DUTIES AND RESPONSIBILITIES:

- Proven experience in relationship building, stakeholder engagement and management
- Demonstrated ability to design, implement and direct multiple projects, setting deadlines and ensuring accountability
- Outstanding communication and presentation skills; ability to persuasively convey the mission and vision of Christ Church Grammar School, together with its capital projects and master plan
- Maintenance and development of the School database within Synergetic to support ongoing contact and liaison with potential donors and sponsors
- Continue to grow and maintain a philanthropic culture with the School Community, including Old Boys, families, current students, staff and other stakeholders
- Manage the relationship and school business specific to the OBAST committee
- Provide appropriate acknowledgement and stewardship to new and existing donors

- Implement Annual Giving and capital campaigns as per agreed strategies
- Liaise with the Director of Communication, Engagement and Advancement in the design and distribution of marketing and promotional material as well as overseeing the dedicated philanthropy landing page

EXPERIENCE AND QUALIFICATIONS:

This position requires:

- Bachelor's degree in marketing, communications or related field
- An outstanding communicator, with demonstrated ability to inspire through verbal and written communications
- Knowledge of the fundraising arena is advantageous, particularly in the areas of successful major donor recruitment and retention
- A National Police Certificate (issued within the last six months) and have completed a Working with Children Check

The person must have the ability to:

- Set goals, prioritise work and the capacity to manage multiple, simultaneous tasks
- Use initiative and be solutions-oriented
- Collaborate with others in a positive and effective manner
- Carry out administrative tasks and work at multiple levels
- Be flexible

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision for children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during your employment/volunteering that may indicate a possible risk to children and young people
- Participate in:
 - professional learning covering the Staff Code of Conduct, your mandatory reporting obligations and all school policies and procedures at least biennially
 - professional learning on the recognition of grooming and child abuse, and appropriate prevention practices and strategies

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025
- Opportunity to further your career through Professional Learning and study considered
- Salary will be negotiated according to qualifications and years of experience