



Position Description

Foundation Manager, St Margaret's College Foundation

St Margaret's College: *Growing Bright Futures*

The priority at St Margaret's College is to realise generations of young women who will make their mark in a changing world.

With a commitment to holistic education, balancing academic excellence with a multitude of contemporary co-curricular opportunities, the School encourages students and staff to discover their passions and be the very best they can be.

Founded on Anglican values and with a focus on service and wellbeing, a St Margaret's College education is offered within a modern school environment, promoting diversity, innovation and sustainability. Each student is set up for her own brand of success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, and the desire to continue learning.

The Foundation: *To Create a Legacy for the Future*

The St Margaret's College Foundation was established in 2009 to generate and steward gifts and donations from the School community. By encouraging a culture and tradition of generosity, the Foundation is committed to supporting the School to realise its vision to create empathetic, confident and connected global citizens who strive to make a positive difference. The Foundation has a goal to create a substantial endowment fund that, over time, will generate distributable income that can be used for the continued advancement of the School.

The Foundation relies on the ongoing generosity of its community, both past and present, including parents, Old Girls and business partners.

The Foundation operates as an independent professional entity and is a registered charitable trust, run under the direction of a Board of Trustees. The Foundation Board brings together the skills and knowledge of the Old Girls, current and past parents, and staff who are committed to ensuring St Margaret's College thrives now and into the future.

The St Margaret's College Foundation is the principal fundraising entity for the School.

Purpose of Position

The Foundation Manager will be responsible to the Board for implementing a targeted fundraising programme consistent with the Foundation's strategic plan. Optimising funding streams, specifically major gifts and bequests, will be a core deliverable of this role, in order for the Foundation to benefit the long-term future of the School.

The role reports to the Chair of the Foundation Board and will be responsible for fundraising planning and implementation, stakeholder engagement, donor stewardship, relationship management and all marketing and communications related to the Foundation. Key responsibilities will include implementing effective strategies to generate gifts, donations, endowments and corporate partnerships, optimising the collective spirit of generosity that exists within the SMC community.

The role will be supported by a part-time Administration Assistant.

Key Accountabilities

Strategy Execution and Delivery	<ul style="list-style-type: none">• Deliver the Board approved, integrated fundraising strategy, ensuring it is communicated clearly to key stakeholders.• Develop and implement innovative initiatives to identify and cultivate increased funding in line with the strategic plan and Foundation goals and giving consideration to donor acquisition and recognition, major fundraising appeals, deferred giving/bequests, business philanthropy etc.• Focus on growing the endowment fund consistent with the Foundation's strategy.• Establish and monitor annual fundraising targets in conjunction with the Foundation Board to achieve the strategic goals.• Maintain and review policies relating to donor activities.
Donor Relationship Development	<ul style="list-style-type: none">• Engage and build effective relationships with past, current and prospective donors to understand and stimulate their interest in the Foundation and ensure the longevity of the relationship and their donation.• Conduct research and develop and maintain comprehensive profiles on all prospective, current and past donors. Maintain appropriate donor/sponsor and alumni databases to enable effective ongoing communication with those with an interest in the future of the School.
Stewardship and Stakeholder Engagement	<ul style="list-style-type: none">• Develop and maintain close relationships with the Foundation Board and key stakeholders, keeping them fully informed of the fundraising strategy and programmes.• Ensure the purpose and intent of a donation is managed accordingly.• Ensure supporter recognition is professional, responsive and timely. Champion a culture of gratitude and respect for all gifts, donations, sponsorships and bequests.

Marketing and Communications	<ul style="list-style-type: none"> • Identify and develop opportunities to increase the awareness of the Foundation, its work and its impact. • Work with the St Margaret’s College marketing and communications teams on initiatives that support the Foundation and its activities. • Manage the marketing and communications strategy to support and enhance the Foundation objectives related to fundraising and the mission and values of the Foundation. • Contribute to the development of the Foundation’s marketing collateral ensuring all content is compelling, supporter-centric, accurate and professional.
Board Relationships	<ul style="list-style-type: none"> • Attend regular meetings with the Foundation Board Chair and with the Foundation Board and Trustees, providing clear and accurate reports that comment on results, performance against targets and other relevant information. Build a ‘no surprises’ operating relationship. • Manage the Foundation operating budget to meet Board pre-approval levels. • Provide a regular written report on activities to the Foundation Board.
Risk Management and Compliance	<ul style="list-style-type: none"> • Ensure all funds donated, gifted, bequested or sponsored comply with the intention of the funding provision. • Identify and manage any potential areas of risk relating to funding or sponsorship. • Ensure appropriate reporting to funders, sponsors and donors is completed in an accurate and timely manner. • Ensure compliance with all relevant fundraising regulations and School policies including Health and Safety.
Other Duties	<ul style="list-style-type: none"> • Other duties as reasonably required by the Foundation Chair.