



LOURDES HILL COLLEGE
A School of Good Samaritan Education
Step Forward

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Faith

Learning

Connection

COMMUNITY DEVELOPMENT OFFICER ROLE STATEMENT

Lourdes Hill College exists to inspire young women to create a better world. It is a place of educational expertise and sound learning procedures where individual differences and the potential of each student are respected. Young women are given the opportunity to pursue academic excellence and personal fulfilment in a culturally rich environment. They are encouraged to seek for truth and human wisdom enlightened by Christian values within a Benedictine framework.

The primary role of the position of Community Development Officer is to carry out the duties of the College's Community Development Office.

Reporting Relationship

- Reports to the Principal (or her delegate)

Operational Relationship

- Responsible to the Deputy Principal - Mission as part of the Community Development Office.

Consultation Relationships

- Liaises with the PA to the Principal in relation to development matters.
- Liaises with the Deputy Principals in relation to development matters.
- Liaises with the Office Manager in relation to development matters.
- Liaises with other appropriate College personnel in relation to development matters.

Primary Objectives of the Position

- Developing, implementing and promoting Alumni relations.
- Through the operation Lourdes Hill Foundation and via the conducting of a range of philanthropic activities, maximise income to support College Scholarships, Bursaries, Capital works and Library Fund.
- Enhance relationships with internal and external stakeholders and groups, including staff, corporate Supporters and Sponsors, past and current parents, including the College's Parents & Friends Association.

KEY DUTIES AND RESPONSIBILITIES

Overarching duties and responsibilities include but are not limited to:

- Liaise with past students to make them feel valued and welcomed members of the Lourdes Hill College Community.
- Maintain accurate records and use the school's database system to record appropriate information.
- Develop, organise and implement functions and activities relating to reunions designed to expand and strengthen the College's Alumni network.
- Identify potential prospective major donors or annual giving donors through Alumni activities.
- Keep track of family relations within the College especially multigenerational.
- Source volunteers to assist with reunions, Alumni research, special functions and to assist overall Community Development Office activities.
- In conjunction with the Archives Office, identify and maintain a list of notable past pupils.
- In conjunction with the Archives Office, promote the history of Lourdes Hill College within the College.
- Produce articles, as required, for College publications.
- Maintain the College Facebook site with a focus on past pupil and community engagement.
- Assist with promotion and sponsorship development for CiTEL
- Undertake any other duties that emerge/are directed by the Principal that pertain to the role.

Lourdes Hill Foundation

The Lourdes Hill Foundation aims to support future growth in the College, ensuring that generations of Lourdes Hill girls can receive the best possible chance to step forward as leaders of positive change in our world. As a registered charity and deductible gift recipient, the Foundation comprises the Lourdes Hill Scholarship Fund, Lourdes Hill Library Fund and Lourdes Hill Building Fund.

Duties and responsibilities in relation to the Foundation, include but are not limited to:

- Maximise philanthropic income on behalf of the Foundation.
- Build and maintain networks with donors, corporate partners and funding bodies.
- Develop the donor/prospect database and provide research on prospective donors to the Principal and Foundation Board Sub-Committee.
- Communicate the work of the Foundation especially with respect to the capital campaign.
- Coordinate and project manage key fundraising programs as they relate to the work of the Foundation.
- Develop a donor communication strategy.
- Promote a philanthropic culture within the College community.
- Work to achieve the strategic goals of the Foundation.
- Where appropriate, meet with key donors and school partners/sponsors to forge stronger partnerships and identify opportunities.

Parents & Friends Association

The Lourdes Hill College Parents & Friends Association is established to assist in the development of the College, to cultivate partnerships between students, parents, and College staff and to involve the parents in the educational programme of the College.

Duties and responsibilities in relation to the P&F include but are not limited to:

- Assist with liaising about College fundraising activities between the College and the P&F.
- Maintain and build the Sponsorship database to assist the P&F and their support groups in their activities.

SELECTION CRITERIA

Essential:

Qualifications and Experience

- Tertiary qualifications in one or more relevant fields.
- Prior experience in an educational environment.

People Oriented Skills & Attributes

- Demonstrated track record of successful fundraising and development initiatives with a minimum of three years' experience.
- Demonstrated experience in initiating, developing and maintaining effective relationships with existing and potential benefactors, supports and key stakeholders.
- Excellent written and verbal communication skills including proven ability to interact with a wide range of internal and external stakeholders.
- Demonstrated ability to work independently as well as an effective member of a team and develop positive and cooperative working relationships.
- Demonstrated event and program management, strategic and business planning capabilities.
- A relevant tertiary degree in the area of fundraising/public relations/marketing.
- Relevant technology skills to deliver the requirements of the role.
- Willingness to support the College's core values and Catholic ethos.

Performance Indicators

The performance of the Development Co-ordinator will be measured by:

- Developing and working to a schedule in order to achieve agreed deliverables and responsibilities.
- Delivering effective and innovative fundraising and community engagement activities.
- Delivering high-quality and effective contact with the College Principal and Leadership Team and internal and external stakeholders.
- Making a significant contribution to College's Development engagement objectives.

CONDITIONS/HOURS OF DUTY

Full-time, term-time position (five-month contract)

SALARY

Salary to be classified external to the classifications outlined within the Catholic Employing Authorities Single Enterprise Agreement and negotiated based upon the experience and qualifications.

