

POSITION DESCRIPTION

Head of Community and Advancement



JOB CLASSIFICATION

Position title:	Head of Community and Advancement
Reports to:	Director of Community Engagement
Employment type and tenure:	Permanent, Full-time (1.0 FTE) Contract This position requires flexibility to work outside of standard business hours, including evenings and weekends, to support meetings, events and other operational needs as they arise.
Department / School:	Community Engagement
Location:	Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification and Remuneration:	School Officer, Administration Stream, Level 5 Remuneration will be paid as an agreed rate salary commensurate with the incumbent's experience and the role requirements.
Last updated:	April 2025

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position Summary

The Head of Community and Advancement is responsible for delivering effective friend-raising and fundraising initiatives that strengthen relationships across the Matthew Flinders Anglican College community. Reporting to the Director of Community Engagement, the role contributes to the College's strategic priorities by fostering a culture of giving, building community connections, and engaging key stakeholder groups.

Key objectives of the role include:

- Designing and implementing campaigns and events that drive philanthropic support and community involvement.
- Strengthening engagement with alumni, parents, and community partners, by acting as the primary liaison between the College and the Flinders Foundation, Old Flinderians' Association and Parents and Friends Association.
- Supporting donor stewardship and prospect development to grow long-term support for the College.
- Maintaining accurate donor records and overseeing gift processing, acknowledgement and engagement.
- Planning and execution of high-quality events that strengthen College spirit and community cohesion such as parent socials, alumni reunions and volunteer initiatives.
- Acting as Secretary to the Flinders Foundation Board and Flinders Parents & Friends Association, with responsibility for preparing agendas, coordinating meetings, and managing associated documentation and actions.

This is a delivery-focused role that requires excellent relationship management, strong organisational and administration skills, and the ability to work flexibly, including after-hours, to support College events and functions.

Key Relationships

- Reports to the Director of Community Engagement, with regular updates on fundraising and engagement activity.
- Collaborates with the Principal and Executive Team to align community engagement and philanthropy with College priorities.
- Works with the Executive Team and key staff on Old Flinderians' events.
- Partners with Marketing and Communications to support and deliver campaign messaging, branding, and events.
- Coordinates with Finance on donor tracking, budgeting, compliance, and reporting.
- Engages College staff to foster a culture of giving and supporting donor impact initiatives.
- Acts as the primary contact for the Old Flinderians' Association and Flinders Parents and Friends Association (P&F) and serves as Flinders P&F Secretary.
- Works closely with the Foundation Board Chair to prepare agendas and minutes for quarterly board meetings.

Stakeholder Engagement

- Builds and maintains strong relationships with internal and external stakeholders, including parents, students and alumni.
- Manage strategic donor engagement and stewardship programs to cultivate long-term relationships and drive donor acquisition and retention.
- Cultivate strategic relationships with potential sponsors of College events and fundraising initiatives
- Works with Association members to drive a connected, inclusive and engaged College culture, supporting events and initiatives.

Key Responsibilities

Philanthropy

- Develop and implement the College's philanthropic strategy to support major projects, scholarships, and long-term sustainability goals.
- Manage all fundraising initiatives, including annual giving programs, major gift campaigns, capital works appeals, and bequest programs.
- Work closely with the Principal and Foundation Board to identify, cultivate, and steward major donors and philanthropic partners.
- Create and maintain donor stewardship pathways, ensuring consistent engagement and recognition of donor contributions.
- Ensure all philanthropic activities are compliant with ethical fundraising practices, relevant legislation, and College policies.
- Maintain accurate donor and gift records.
- Prepare and present regular reports on philanthropic performance, donor engagement, and campaign progress to the Director of Community Engagement, Principal, and Foundation Board.
- Research trends in educational fundraising to inform best-practice approaches.

Community Engagement

- Build and maintain strong relationships with alumni, past and current parents, and friends of the College through targeted communications, events, and personal outreach.
- Liaise with the Old Flinderians' Association to support their engagement and integration into College activities and decision-making where appropriate.
- Develop and deliver engagement strategies and programs to encourage community participation and involvement in mentoring, guest speaking, volunteering, and networking.
- Liaise with the Flinders Parents & Friends Association to support their friend-raising and fundraising initiatives across the College.
- Collaborate with the Marketing and Communications team to design and deliver engagement campaigns, ensuring alignment with the College's brand and tone of voice.
- Maintain a current and accurate alumni database including career milestones, contact history, and areas of interest or involvement.
- Collaborate with the Foundation Board to encourage alumni participation in fundraising campaigns.

- Support the growth of a culture of giving among the College community, including encouraging contributions of time, expertise, and financial support.

Events

- Lead the planning, delivery, and evaluation of a calendar of events that support philanthropic goals and community engagement, including:
 - Fundraising events and donor functions
 - Alumni reunions and milestone celebrations
 - Foundation Board and College-hosted community events
 - Networking functions, guest lectures, and speaker series
 - Community participation events
- Manage end-to-end event logistics including venue bookings, vendor coordination, catering, guest invitations, RSVP management, and on-the-day execution.
- Collaborate with internal teams and external stakeholders to ensure all events are well-organised, brand-aligned, and delivered to a high professional standard.
- Develop and manage event budgets in alignment with overall community engagement goals.
- Track event outcomes and implement post-event evaluations to inform future planning.

Administration and Governance

- Serve as Secretary to the Flinders Foundation Board and the P&F Association, including responsibility for:
 - Preparing agendas, meeting papers and minutes
 - Coordinating meeting logistics and follow-up actions
 - Maintaining records in accordance with governance expectations
- Ensure effective communication between College leadership and the Foundation Board and P&F Association.
- Liaise with the Foundation Board Chair to support meeting preparation and strategic alignment.
- Lead the coordination and administration of parent volunteers for the Parents & Friends Association, including Blue Card compliance.
- Provide administrative support for philanthropic activities, including donor correspondence, mailouts, reporting, and record keeping.
- Coordinate with the Finance team to monitor budgets, track donations and pledges, and ensure financial compliance.
- Maintain relevant policies and procedures for philanthropy, alumni relations, and community engagement.
- Provide high-level administrative support for day-to-day operations and special projects as required.
- Support after-hours meetings and functions, including Foundation and community events.

ABOUT YOU

Person specification

Essential qualifications and experience

- Tertiary qualifications (or an equivalent level of professional experience) in a relevant field (e.g., Communications, Fundraising, Marketing, Business, or Education).
- Demonstrated experience in philanthropy, fundraising or advancement roles, ideally within an education or not-for-profit context.
- Proficiency in client relationship management systems and data management.
- High-level organisational, administrative, and event coordination skills, with the ability to manage multiple priorities, execute complex tasks and confidently deliver an annual schedule of events.
- Positive Working with Children Check (QLD Blue Card) or eligibility to obtain.

Knowledge and attributes

- Deep understanding of the philanthropic landscape, ideally within the education sector.
- Strong interpersonal, communication, and stakeholder relationship-building skills.
- Ability to develop and deliver strategic plans and monitor key performance indicators.
- A passion for education and community involvement, with alignment to the values and ethos of the College.
- Capacity to manage competing priorities, meet deadlines and work collaboratively within a team environment.
- Professional integrity, discretion and a commitment to child safeguarding and workplace safety.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Giliimbaa.