



CHRISTIAN COLLEGE GEELONG  
**FOUNDATION**

**Position:** Foundation Officer

**Department:** Christian College Geelong Foundation

**Reports to:** Foundation Manager

### **Statement of Introduction**

The Foundation Officer supports the philosophy, values, Child-Safe practices, and future direction of Christian College Geelong (CCG) by understanding the Christian Culture of the school and working to positively grow and promote both the school and The Foundation.

The Foundation Officer faithfully serves and supports all students, parents and staff of the CCG community and the wider community. This is expressed through the positive use of skills, time, action, and attitude to achieve the specific outcomes required in the role and the general outcomes expected within the CCG community. The Foundation Officers' presence and performance reflect the nature and character of Jesus as observed through His expressed love, compassion, and care for all people.

### **Overview of Position**

The Foundation Officer:

- Is officially appointed by the CCG CEO, following a recruitment process overseen by the Foundation Chair
- Reports directly to the Foundation Manager, and then to the Foundation Chair, the CCG CEO, and the CCG Chair
- Is a full-time position
- Is remunerated in accordance with qualifications, experience, and relevant industry standards, benchmarks, and expectations.

### **Purpose of Position**

The Foundation Officer is responsible for supporting the Foundation Manager, Foundation Chair, the CEO and the College Chair in the planning and implementation of a strong major gifts and bequest program to generate a sustainable source of income for the future.

Working directly with the CEO, Foundation Chair, and the Foundation Manager, the primary duties of the Foundation Officer include building and expanding relationships with existing donors, managing the solicitation and cultivation of new donors, and exploring investment opportunities and initiatives. The Foundation Officer will also be responsible for the ongoing development of all processes relating to CCG Alumni, and the growth of "Potentiality" as the major technological platform for Foundation database, communications, and information management.

Success in this role will require proven fundraising and/or business development experience, matched with excellent interpersonal and communication skills, and the capacity to establish strong relationships both internally and externally. The ability to work well independently, and as part of a small and collaborative team, is vital for the Foundation Officer.

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[www.ccgfoundation.org.au](http://www.ccgfoundation.org.au)

## **Background Information**

For 40 years CCG has been providing an enriching educational experience for young people, establishing a fine reputation for inspiring a love of learning and empowering students to meet the challenges of a changing world. With more than 2000 students currently enrolled from Kindergarten to Year 12, CCG continues to grow. Aligned with this growth is the consistent desire to improve the high-quality learning environment and provide a challenging student experience. A sense of belonging is created through the building of relationships - by sharing the educational journey with not only students but also with parents, staff, and the wider community. CCG strives to nurture each student's spirit and character by offering opportunities for the growth of self-worth, hope and confidence.

The Christian College Geelong Foundation was established in 2015 with the goal of providing a funding source, independent of student fees, which can be used to support students from families with disadvantaged backgrounds or those experiencing particular hardship. It also funds new initiatives, locally and globally, to enhance the educational program for our students. The Christian College Foundation aims to ensure the long-term viability of CCG in these ever-changing times by supporting valuable educational projects and programs, and providing financial assistance where and when it is required.

## **Personal and Professional Behaviour**

All staff representing CCG and The Foundation, whether on or off campus, are expected to behave in a manner best described as "treating others as you would like them to treat you".

Examples of this Biblically-aligned behavioural philosophy include, but are not limited to:

- acting with integrity at all times
- being open and honest in all communication with all people
- responding promptly to communications
- showing respect to all
- embracing change
- acting with professionalism
- ensuring that personal goals are in line with the College vision and strategies
- having a good working knowledge of all the policies and procedures
- being a self-starter, and showing initiative
- striving for excellence, and taking pride in what you do
- being accountable, responsible, and punctual
- offering and receiving feedback and ideas for improvement
- being active in managing hazards and risks associated with performing daily tasks.

Specifically, The Foundation Officer will be:

- ready, willing, and able to embrace CCG purpose, vision, and values
- able to manage and prioritise a diverse workload, whilst meeting deadlines
- highly organised, with a focussed attention to detail
- positive in perspective, desiring involvement in CCG life
- available to work out of hours as required
- willing to adhere to all CCG workplace policies, procedures, and guidelines.

## **Key Characteristics**

The Foundation Officer will have:

- relevant Tertiary qualifications in disciplines relating to Marketing, Communications, Public Relations or Event Management; or equivalent work experience
- previous experience with Potentiality and Synergetic software; or proven ability to quickly learn
- previous experience in the Education Sector, specifically the School System; or proven ability to quickly learn
- highly developed relationship management, stakeholder development and account management skills
- proven experience in managing relationships with key senior stakeholders
- a demonstrated ability to communicate both in writing and verbally at all levels in an appropriate manner
- a practiced ability to present in public, promote events, and provide an audience with relevant information
- the ability to prepare and deliver written, verbal, and visual analysis of ideas
- clear proficiency in research, and creating proposals and presentations that are persuasive and influential
- demonstrated attention to detail
- high ethical standards in dealing with sensitive financial and confidential matters
- strong IT literacy, including Microsoft Office applications (Word, Excel, PowerPoint, and Outlook) and advanced functionality in database management, web applications, and social media platforms
- demonstrated skills in Data Analysis and Database Management
- outstanding communication and networking skills, and the ability to work with people of diverse backgrounds and skill levels
- the ability to effectively present information and respond to questions from senior management, Foundation Board Members, staff, students, alumni, as well as others in the wider CCG community
- the ability to work collaboratively with other team members to achieve set goals.

## **Professional Duties**

The Foundation Officer is responsible for:

### **Administration and Communication**

- providing administrative support to the Foundation Manager and Foundation Chair
- representing the organisation within the local community
- preparing and circulating Foundation Board Meeting Agendas, Minutes and Annual Reports
- liaising with the Marketing and Publications Manager to initiate and maintain regular reporting, appeal marketing material, and articles for College and Foundation publications
- acting as a focal point for addressing verbal and written Foundation communications both proactively and reactively, among and between donors and with external agencies
- answering telephone enquiries relevant to the Foundation and acting appropriately in response
- actively engaging in the use of Potentiality software to advance the work of the Foundation and the development of a vibrant, engaged community
- managing and updating the Foundation website to ensure content is current, relevant, and engaging
- preparing and issuing donor Thank You and Tax Receipt documentation
- handling routine correspondence on behalf of the Foundation
- Supporting the College Alumni Association upon establishment and subsequent alumni engagement programs

## **Membership and Networking**

- identifying and following up contact with current donors and key contacts actively promoting the work of the Foundation
- working with the Foundation Board and Foundation Manager to implement an annual program of Foundation events that inspire and encourage giving
- coordinating and producing, in conjunction with the Marketing Department, promotional activities and materials to encourage donations
- identifying potential prospects for participation or donation
- undertaking day to day liaison with colleagues, the College Executive, Foundation Board Members, Alumni, and contacts external to the College, such as potential donors and business contacts, to ensure CCG objectives are met
- participating in networks internally and externally in order to ensure relevant people are informed of Foundation activities and appropriate information is promptly communicated
- examining websites and publications to assess best practice and adapt and adopt as appropriate
- maintaining awareness of current relevant issues and trends, proposing ideas, and identifying opportunities to enhance the work of the Foundation
- recommending and participating in promotional opportunities with appropriate colleagues within the Marketing Department
- Working with College Alumni Association members to implement an annual program of activities enabling alumni to engage with the College and their peers

## **Database Management**

- ensuring all records of donors and prospects are kept current and managed appropriately
- ensuring all records of alumni are kept current and managed appropriately
- reviewing information from the Donors and Prospects database; providing reports as required
- maintaining Donors and Prospects data base in Synergetic and Potentiality
- identifying and applying new IT solutions to administrative challenges within the Foundation; encouraging efficient use of data and information for the benefit of the Foundation
- observing strict confidentiality in respect to all CCG and Foundation business, ensuring adherence to all CCG policies and procedures, and all relevant privacy legislation
- ensuring the protection and integrity of all data

## **Functions and Events**

- organising and taking responsibility for the Foundation events.
- ensuring all contacts and relevant individuals are informed and invited to events and functions
- managing event logistics, marketing, and communications, and securing sponsorship and event partnerships where appropriate
- liaising with CCG Major Events Team to invite donors and prospects to major events as appropriate. Examples: Graduation, Presentation Nights, Annual Music Evening
- Taking responsibility for coordination of alumni engagement events including volunteer support

This position description is intended as a guide only, to illustrate the main tasks and responsibilities associated with this role. It is not intended to be an exhaustive list and may change over time at the discretion of CCG. Employees may be required to undertake other reasonable duties as directed.