



Mount St Benedict College

Community Engagement and Development Manager

Position Description

Mount St Benedict College is a Catholic, independent, girls' high school in the Good Samaritan tradition, offering holistic education based on Benedictine values of Pax, Hospitality and Stewardship.

Mount St Benedict College is committed to ensuring that every person involved in the College understands the important and specific role they play, both individually and as part of the wider community, to ensure that the wellbeing and safety of all children and young people in their care.

POSITION TITLE:	Community Engagement and Development Manager
DEPARTMENT:	Advancement Team
LOCATION:	449D Pennant Hills Road, Pennant Hills NSW 2120
PURPOSE STATEMENT:	The Community Engagement and Development Manager plays an important role in strengthening lifelong relationships between Mount St Benedict College and its community, including current students, alumnae, current and past parents and caregivers, benefactors, volunteers and friends of the College. Reporting to the Director of Advancement, the role contributes to the development and implementation of community engagement and philanthropic initiatives that foster meaningful connections, encourage advocacy and support the College's strategic priorities, Catholic Benedictine values and commitment to girls' education. Working collaboratively across the College, the Community Engagement and Development Manager develops, coordinates and delivers initiatives that build community connection and support a culture of engagement and giving. The role is responsible for nurturing relationships, identifying opportunities for philanthropy and partnership, and delivering programs, communications and activities that encourage ongoing involvement with the College. The role is underpinned by a deep commitment to Catholic girls' education, the Good Samaritan tradition, relationship building, and advancing the mission and values of Mount St Benedict College.
POSITION REPORTS TO:	Director of Advancement
COORDINATES WITH:	• Advancement Team • Principal and members of the College Leadership Team • Teaching and Support Staff • Students • Parents and caregivers • Mount St Benedict College Parents and Friends Association (P&F) • Mount St Benedict College Ex-Students Association (MSBESA) • Alumnae • Donors, benefactors and prospective supporters • Volunteers, community partners and sponsors
DIRECT REPORTS:	None
AWARD/AGREEMENT RELATIONSHIP:	NSW Catholic Independent Schools (Support Staff-Model A) Multi-Enterprise Agreement 2025
CLASSIFICATION:	Level 6 + Above Award Payment (\$122,958 per annum)
STATUS:	Full-time (43 weeks)
OTHER ALLOWANCES	NIL

SPECIAL CONDITIONS

This role requires flexibility to attend College events and community activities outside of normal business hours, including evenings and weekends, to support engagement with families, alumnae and the broader College community.

MAJOR ACCOUNTABILITIES:**1. Community Engagement and Development**

- Develop and implement community engagement initiatives that strengthen lifelong relationships between Mount St Benedict College and its community, including current students, alumnae, current and past parents, volunteers, benefactors and friends of the College.
- Develop and implement the College's Community Engagement and Development strategy, aligned with the College's mission, values and strategic priorities.
- Build meaningful relationships with key stakeholders and identify opportunities to increase engagement, participation and connection with the College.
- Act as the College community engagement liaison for the Mount St Benedict College Ex-Students Association (MSBESA) and the Parents and Friends Association (P&F), supporting effective communication, collaboration and engagement.
- Develop initiatives that encourage alumnae connection, including reunions, networking opportunities, mentoring, volunteering and involvement in College activities.
- Develop, maintain and strengthen the College's volunteer community through effective communication, recognition and engagement.

2. Philanthropy and Fundraising

- Contribute to the development and implementation of the College's philanthropy strategy to build a culture of giving and increase community participation in supporting College priorities.
- Develop and coordinate fundraising initiatives, including annual giving, campaigns and donor engagement activities.
- Build and maintain positive relationships with current and prospective donors through effective stewardship and tailored communications.
- Support the development of a bequest program and other opportunities for long-term philanthropic engagement.
- Manage donor information, records and communications through the College's database and CRM systems to support donor relationships, reporting and future engagement.
- Support the administration and reporting requirements for the College's Deductible Gift Recipient (DGR) Funds.
- Act in compliance with the Charitable Fundraising Act.

3. Communications, Content and Storytelling

- Develop and coordinate engaging communications that promote community connection, philanthropy and College initiatives.
- Create and coordinate content for alumnae and community publications, newsletters, digital platforms and social media channels.
- Develop fundraising and engagement materials, including donor communications, campaign collateral, invitations and event resources.
- Identify and share stories that celebrate the achievements of students, staff, alumnae and community members and demonstrate the impact of College initiatives.
- Coordinate photography and other visual content to support Advancement communications and events.

4. Events and Community Activities

- Plan, coordinate and support the delivery of alumnae, community engagement and philanthropic events in collaboration with the Advancement Team and Advancement Events Coordinator.
- Manage event communications, registrations, stakeholder liaison, logistics and post-event evaluation.
- Support MSBESA events, including reunions and community activities, through coordination of communications, venue bookings, registrations and event requirements.
- Support parent community engagement initiatives and events, working collaboratively with the P&F and College community.
- Attend College events and activities to foster relationships and strengthen community connections.

5. Advancement Operations and Stakeholder Support

- Work collaboratively with the Director of Advancement, Deputy Director of Advancement and Advancement Team to support the delivery of Advancement priorities and initiatives.
- Maintain accurate records, prepare reports and monitor engagement and fundraising activities to support decision-making.
- Develop positive working relationships with College leaders, staff, students, parents and caregivers, alumnae and external stakeholders.
- This role requires flexibility to attend College events and community activities outside of normal business hours, including evenings and weekends, to support engagement with families, alumnae and the broader College community.
- Undertake other duties as required by the Director of Advancement or Principal.

ESSENTIAL SKILLS / QUALIFICATIONS:

- Relevant tertiary qualifications in communications, marketing, community engagement, fundraising, business, or a related discipline, or equivalent professional experience.
- Minimum five years' experience in community engagement, fundraising, advancement, stakeholder relations or a related field.
- Demonstrated experience developing and implementing community engagement, fundraising or relationship-building initiatives.
- Strong strategic planning skills, with the ability to translate priorities into effective programs, projects and outcomes.
- Demonstrated ability to build and maintain authentic relationships with diverse stakeholders, including community members, alumnae, volunteers, donors and external partners.
- Excellent written and verbal communication skills, with experience developing engaging communications, publications and stakeholder materials.
- Demonstrated high-level editing and proofreading skills.
- Demonstrated ability to manage competing priorities, work independently and maintain confidentiality.
- Experience managing projects, events and initiatives from planning through to delivery and evaluation.
- Experience using databases or CRM systems to support relationship management, engagement and reporting.
- A valid Working with Children Check.

DESIRABLE SKILLS / QUALIFICATIONS:

- Experience working in an education or not-for-profit environment, with an understanding of the context in which independent girls' schools operate.
- Experience in fundraising and philanthropy, including annual giving, major gifts, capital campaigns or donor stewardship programs.
- Experience developing alumni, community engagement or volunteer programs.
- Experience developing communications, publications, newsletters or marketing collateral, with familiarity using content creation or design software.
- Experience using digital platforms and social media to support community engagement and fundraising initiatives.
- Current First Aid Certificate

- Membership of Educate Plus or a similar professional educational advancement organisation.

Key Performance Indicators	Description
1. Supporting the College's Catholic Ethos <i>Demonstrate an integration of faith and behaviour in all areas of College life. Act with love, grace, humility and generosity to all students, staff and families of Mount St Benedict College</i>	• Actively support, and live out the College's Declaration of Faith, Strategic Plan and Mission Statement. • Reflect an integrated model of Catholic service to all aspects of College life. • Demonstrate an understanding of current organisational, WHS and management practices and a demonstrated working knowledge of good business practices and financial control. • Promote in staff and students a strong commitment to serve others.
2. Service <i>Excellent communication skills, including the ability to liaise with all members of the community, both internal and external.</i>	• Provide the highest level of service to all members of the College Community - including students, parents and staff. • Positively promote the College both internally and externally at all times. • Provide patience, care, compassion and discernment, as needed. • Complete assigned work diligently and promptly and by the most efficient/effective means. • Cheerfully and proficiently greet visitors and facilitate resolution of any complaint. • Attend College functions, sometimes out of school hours.
3. Skills, Knowledge & Application <i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate content and skills, legislation, policies and procedures.</i>	• Apply contemporary management skills to ensure that the College community is professionally serviced, and the Director of Advancement is kept informed and up to date on all business-related matters. • Be intimately involved in policy development and aware of academic and other educational initiatives and issues that will directly or indirectly impact on the College's operations. • Demonstrate high-level oral and written communication skills, with an attention to detail and high-level organisational ability. • Prioritise duties, meet deadlines and achieve goals within a complex and multi-focused environment. • Develop and maintain professional relationships with the College community and external stakeholders. • Demonstrate the ability to meet deadlines. • Demonstrate the skills required to ensure effective communication with parents, students, staff, alumnae and other community members.
4. Professional Conduct <i>Demonstrated adherence to the professional responsibilities of working in an Independent Catholic College and understanding of the need for adherence to the College policies and procedures and the Staff Code of Conduct.</i>	• Fulfil all requirements of the Mount St Benedict College Code of Conduct. • Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism. • Pursue and encourage excellence in all areas of College life. • Positively promote the College both internally and externally at all times. • Adhere to College policies, including Student Welfare, Child Protection, WHS, Staff Code of Conduct, Acceptable Use of IT, Copyright Regulations and other College policies. • Maintain confidentiality and discretion regarding all College-related issues. • Exercise initiative and judgment in complex, confidential situations. • Ability to manage policy implementation, for example, as pertaining to the handling of personal information.

	• Follow instructions from supervisors, comply with requests and instructions from the Principal and the Director of Advancement.
5. Personal and Professional development <i>Demonstrated experience in and understanding of the need for continuing both personal and professional development.</i>	• Maintain memberships, networking and involvement in professional associations. • Build and maintain industry relationships. • Attend all compulsory professional development provided by the College and as required by the College with outside agencies. • Show commitment to continuous organisational improvement. • Demonstrate commitment to ongoing professional growth and learning and engage in own professional learning.
6. Teamwork and Communication <i>Demonstrated ability to contribute to a diverse team, or participate as an active member of a team, consistent with the philosophy and policies of the College.</i>	• Demonstrate reliability and effective communication. • Provide clear and timely communication with students, parents, staff, prospective families and alumnae. • Model a willingness to work positively and collaboratively within a team. • Demonstrate highly effective communication and conflict resolution skills. • Establish and maintain effective communication networks. • Exhibit flexibility within the role to improve productivity, seeking and responding positively to feedback from peers, the Director of Advancement and the Principal. • Demonstrate the ability to work as part of a team as well as the ability to work independently. • Treat others in a respectful and supportive manner at all times.
7. Administration & Compliance <i>Through the use of organisational processes, ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i>	• Lead the College in the maintenance and delivery of its policy and compliance. • Maintain safe working practices at all times. • Comply with WHS requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment. • Complete required College documentation within established timeframes, e.g. applications for leave, expense reimbursements, incident forms etc. • Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.
8. Community Engagement <i>Demonstrated commitment to the Mount St Benedict College Community as an integral part of all employment responsibilities and to willingness to enhance our culture and co-curricular programs.</i>	• Where appropriate opportunities present, become involved in the life of the College to promote community and contribute to objectives of the College, including attendance at staff meetings, leading prayer, working with students, becoming involved in College events. • Engage professionally with colleagues, parents/carers and the community. • Encourage and promote engagement with the wider community. • Ensure positive relationships with outside agencies are maintained by providing timely and efficient communication when required.

9. Pastoral Care <i>Demonstrated commitment to the Pastoral Care of all students at Mount St Benedict College and an understanding of the need for adherence to all College policies and procedures in relation to the Pastoral Care of all students.</i>	• Maintain confidentiality in all issues in relation to the College. • Demonstrate concern and care for colleagues and engage positively and respectfully with them. • Support and maintain discipline and pastoral structures and expectations within the College. • Administer First Aid on occasion, as required. • Provide active and vigilant supervision of students as required.
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Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the College.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name: _____

Signature: _____

Date: _____