

ROLE DESCRIPTION
DIRECTOR OF THE MORIAH FOUNDATION

Title	Director of The Moriah Foundation (Foundation Director)
Reports to	Foundation President and College Principal
Role purpose	<p>The goal of the Foundation Director is to drive the growth and success of The Moriah Foundation (TMF) by being an authentic advocate and ambassador, engaging with existing and prospective donors and articulating the value proposition of TMF to inspire and encourage giving. The Foundation Director must ensure all contributors feel appreciated and that relationships with members and partners are mutually valued.</p> <p>The Foundation Director is responsible for nurturing donor relationships, driving development (fundraising) activities and maintaining a culture of philanthropy within the College - educating the school community about its importance.</p>
Key areas of responsibility	<ul style="list-style-type: none"> • Leadership and management including financial management • Donor relations and engagement • Growth/income generation • Marketing, communication, and events, assisted by the Engagement Office • Supporting the Moriah Foundation President
Key Internal Relationships	<ul style="list-style-type: none"> • President of the College Board • Foundation Board Members • College Executive and leadership teams • Engagement Office team • Jewish Life and Learning team • Finance team
Key External Relationships	<ul style="list-style-type: none"> • Foundation and Grandparents' Club Members • Other donors and corporate partners • Prospective donors • Parents' and Friends' committee • Current, past and future parents • Alumni • Communal organisations • Suppliers, contractors and consultants

1. Leadership and Management

- Advise and support TMF Board, working closely with the President.
- Develop, implement and review a detailed engagement and fundraising strategy and plan of activity for each school year.
- Ensure financial management. Together with the Finance Office:
 - manage the budget;
 - ensure an accurate database of all donor pledges and giving is maintained and provide updates to relevant board members are required; and
- Attend to all governance and statutory regulatory requirements and compliance matters.

2. Donor Relations, engagement and income generation

- Build personal relationships with Foundation Members and prospective Foundation Members through donor-centric, authentic and warm engagement.
- Engage with donors, lapsed donors and prospective donors to present TMF initiatives to solicit their support and inspire increased giving.
- Supported by the Engagement Office:
 - Oversee Foundation event management and planning;
 - Keep donors updated about Foundation and College projects and news;
 - Develop and coordinate all fundraising appeals including bequests, annual giving and capital appeals; and
 - Coordinate and manage volunteers for fundraising initiatives, with support of the P&F as appropriate.
- Identify prospective supporters who have capacity to become Foundation Members or other donors.

3. Marketing and Communication

- Ensure the value proposition of the Foundation is clearly articulated verbally and in writing.
- identify and act on opportunities for promotion, communication and engagement with the school and wider Jewish community.
- Work with the engagement team to:
 - Produce an annual Philanthropy Report (TMF review);
 - Manage and maintain TMF branding with vigilance;
 - advertise key fundraising programs and initiatives;
 - Manage philanthropy-focused editorial material; and
 - Produce acquittal reports and other reports as required.

4. Alumni

- Build meaningful engagement with Alumni to maintain their connection with the College.
- Provide specific opportunities for Alumni to engage with, and give back to College.

5. Supporting The Moriah Foundation Board President (the President)

- Meet regularly with the President to provide regular updates on Foundation activity.
- Provide counsel and proactively advise the President about developments in donor or project activity.
- Provide event briefing documents to ensure the President is fully prepared to attend events.
- Execute strategy of the President and Board.

Knowledge and experience

- Tertiary qualifications in business, marketing or a related discipline are preferred.
- A commitment to and experience in managing data (ideally using Synergetic and/or similar databases).
- An experienced networker across all forms including online, telephony, and social media platforms and channels.
- Experience in successfully managing marketing and events.
- Demonstrated ability to manage a range of projects, effectively prioritising competing demands.
- Financial management and project delivery on time and on budget.
- An understanding of and affinity with the Sydney Jewish community and experience within the realm of Jewish engagement and education is desirable.

Skills and competencies

- Trustworthy and discreet.
- Ability to develop strong relationships with stakeholders.
- Ability to delegate effectively and work with volunteers.
- Ability to communicate articulately verbally and in writing.
- Well organised and self-motivated.
- High level of computer literacy with exceptional accuracy and attention to detail.
- Excellent at working to tight deadlines and able to respond to spontaneous requests and re-prioritise workload.
- Ability to recognise problems and to apply knowledge and experience to solve them.
- Ability to work as an effective and constructive team member who can influence team dynamics in a positive way.
- Ability to advocate authentically for Moriah College.