



KINCOPPAL – ROSE BAY
SCHOOL OF THE SACRED HEART

DEVELOPMENT MANAGER

Kincoppal-Rose Bay, School of the Sacred Heart, is a Catholic Independent Day and Boarding School (ELC-12) founded in 1882. At present, we are inviting applications for a **Permanent Part Time Development Manager**, commencing ASAP, to join the diverse and friendly community of teachers and support staff at our iconic harbourside campus.

The role:

- Part Time 0.6 FTE (can be spread over 3 or 4 days to suit)
- Reports to the Director of Development
- Works throughout the School Year
- Support the School's philanthropic activities through the management and coordination of:
 - Annual and regular giving
 - Bequests
 - Research
 - Donor stewardship
- Assist with key fundraising events and campaigns
- Occasional evening or weekend work may be required.

The ideal candidate:

- Prepared to commit to the goals of a Sacred Heart education and be an active and visible participant in the dynamic life of our school.
- In possession of a valid Working with Children (WWC) number
- Tertiary qualified (in any field)
- Demonstrated high-level experience in structured fundraising
- Well developed IT skills, with fluency in MS Office (proficiency in MS Query highly regarded)
- Confident, comfortable, and reliable in dealing with highly confidential and sensitive data
- Outstanding interpersonal skills, with a focus on integrity and diplomacy
- Able to work independently and within a team
- Personable and dynamic with a flair for effective verbal and written communication at all levels and with diverse stakeholders
- **NB - experience working in similar positions in a School context (i.e. Advancement / Development office) would be highly regarded.**

If you have the right qualifications and background for this opportunity, we look forward to receiving your application. To apply for this vacancy, please visit our website at <https://www.krb.nsw.edu.au/1875/our-school/employment>. Click on the relevant listing, which will connect you to the Seek website.

Applications should be lodged via that platform.

Amongst other employee benefits, Kincoppal – Rose Bay School offers a free staff shuttle service from and to Edgecliff station before and after each school day. To learn more about working at KRB, visit our page on [LinkedIn](#)



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Our School is an Equal Opportunity Employer, and we welcome expressions of interest from any and all suitably qualified candidates.

Applications close 5pm Wednesday 19 June, and must include:

- An updated CV
- A cover letter that speaks to:
 - The reason for your application.
 - A high-level summary of your relevant experience
 - Your base salary expectations (on a full time equivalent basis)

Please note only shortlisted candidates will be contacted.

In accordance with Child Protection legislation all people seeking child-related employment are required to complete a 'Working with Children' Check clearance prior to employment. Please see www.kidsguardian.nsw.gov.au for further information