

Director of Advancement

Position Description

Fahan School Background

Founded in 1935, Fahan School is an independent, non-denominational, values-based school for girls from Kindergarten to Year 12. Located on a single, spacious campus in Sandy Bay, just minutes from central Hobart, Fahan is known for academic strength, strong values, and a personalised approach to education.

Intentionally small, Fahan offers a connected and collaborative environment where students and staff share a strong sense of community. Every student is known, and every staff member plays a part in helping each girl develop the knowledge, skills and confidence to thrive - at School and beyond.

Fahan combines a rigorous academic program with a broad co-curricular offering across sport, the arts, leadership, and service. Student wellbeing is embedded in all aspects of School life, ensuring each girl is supported to achieve and to lead with integrity and resilience.

The School's motto, Light Come Visit Me, reflects our commitment to spark curiosity, foster character and guide each student towards her own version of success.

Philosophy

Fahan School is dedicated to excellence in education for girls and the realisation of each student's potential, providing a balanced curriculum encompassing academic, cultural, physical and practical areas of learning.

Our Vision: To enlighten, inspire and ignite young minds and hearts.

Our Mission: To create a community in which all people flourish. To instil a deep love of learning and the development of right principles that empower each Fahan girl to step confidently into her future.

Our Values: Our values represent the deepest beliefs and sentiments to which we can aspire, and they shape our School Community.

Learning

We foster a culture of inquiry for knowledge and truth.

The pursuit of these is fuelled by curiosity, creativity, and a strong desire for achieving personal excellence. We encourage initiative and innovation, independence and flexibility.

Spirit

We honour our founders by living the true spirit of Fahan.

Our spirit is defined by courage, integrity and honesty. We are proud of who we are and celebrate our individuality.

Community

Care, connection and belonging empowers every individual to flourish at Fahan School.

Kindness, gratitude and respect are found in all our words and deeds. We take a genuine interest in the wellbeing of others and we celebrate difference and diversity.

Director of Advancement

Position Description

Position Description

1. Areas of Responsibility

The Director of Advancement will have responsibility for:

- Strategic planning relative to friend-raising and fundraising in response to the current Capital Master Plan and ongoing enhancement of the campus.
- Fundraising inclusive of capital appeals and major gift programs, annual giving, bequests, approaches to trusts, foundations and corporations, and large-scale special event fundraising.
- Planning for, and organisation of, key friend-raising and fundraising events.
- The writing, editing and development of fundraising literature.
- Contributions to publications including School newsletters, on friend-raising and fundraising content.
- Community relations with the Fahan School Alumni and Parents and Friends' Associations, corporates, friends of the School and other potential donors.
- Alumni relations including oversight of the alumni database, involvement in reunions, events and initiatives that strengthen connections with the School and support its philanthropic goals.

Some of these responsibilities will involve collaboration with others across marketing and community engagement, however, the fundraising function is a key personal responsibility and a high priority. This role presents an opportunity to strengthen Fahan School's long-term, strategic approach to philanthropy.

2. Reporting Relationships

The Director of Advancement reports directly to the Principal and works closely with the Chair of the Fahan School Board, the Director, Business and Risk, and, in future, the Chair of the proposed Fahan Foundation. The Director of Advancement will lead the development of friend-raising and fundraising strategies and will also provide reports to the Board and relevant committees as required.

3. Key Attributes

The Director of Advancement will embody and uphold the mission and values of Fahan School, providing vision and leadership in advancing the School's friend-raising and fundraising initiatives. They will inspire and support the various groups within the School Community and bring the presence, credibility and relationship skills needed to engage potential philanthropic supporters.

A key aspect of the role is supporting and equipping those involved in major gift solicitation, as well as fostering the trust and engagement of staff across the School. The Director of Advancement will also be confident and capable of personally seeking philanthropic contributions when required.

Director of Advancement

Position Description

Exceptional written and verbal communication skills are essential, along with proficiency in CRM systems and the Microsoft Office suite. A results-driven approach and a willingness to work towards agreed targets in community engagement and fundraising are also expected.

4. Support Staff

The Director of Advancement will have assistance available from the School administrative staff presently associated with alumni relations. Additionally, it is anticipated this role will be supported through the active involvement of volunteers, with the Director of Advancement playing a key role in identifying, engaging and coordinating their contributions.

5. Professional Development

With the approval of the Principal, the Director of Advancement is expected to maintain an appropriate level of professional development. This would likely include participation in professional learning opportunities offered by Educate Plus in Australia and regionally through the Council for Advancement and Support of Education (CASE). Additional support, orientation and training will be provided as required.

6. Remuneration

A remuneration package commensurate with the responsibilities of the role will be negotiated and reviewed annually. The package will include appropriate travel allowances to reflect the requirement for regular engagement beyond the School and across the State. The position is offered on a 3 or 4 day-per-week basis.

7. Timing and Tenancy

It is anticipated that the successful candidate will commence in early 2026. The position is a permanent appointment, subject to a probation review after an initial six-month period and annually thereafter. Detailed information, including performance measures, time allocations and specific fundraising activities, will be provided prior to commencement.

Essential Requirements

- Valid Working with Vulnerable Persons Registration
- Satisfy requirements of a National Police Check
- Permanent Australian residency
- Current Driver's Licence

Work Health and Safety

Comply with the requirements of all applicable Work Health and Safety legislation and Fahan School Work Health and Safety policies and procedures.

Director of Advancement

Position Description

Code of Conduct

- Abide by Fahan School's [Employee Code of Conduct](#) in the performance of all duties.
- Maintain high standards of personal and professional conduct.
- Exercise discretion and maintain the confidence of the Fahan School Community concerning the activities of the School.

Child Safety

The level of contact with children in this role is high and there must be adherence and a strong commitment to Fahan School's [Child Safe Program and Policies](#) . Child Safe Policy. Our Child Safe Policies demonstrate the School's strong commitment to the Child and Youth Safe Standards, the National Principles for Child Safe Organisations (National Principles) and child safety, and provides an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.