



## Foundation Manager (part-time)

The Southport School is a leading Anglican Day and Boarding School for boys situated on the banks of the Nerang River in the heart of the Gold Coast. The Southport School (TSS) has been established for over 120 years and is committed to providing excellence in leadership, learning and teaching, pastoral care, and extra-curricular endeavours within a balanced, holistic Christian environment. The School has a vibrant boarding, academic, cultural and sporting program that extends across the full year and two campuses.

The Southport School Foundation was established to raise funds for the betterment of the students at TSS. With a skilled and passionate board of volunteers striving to make a difference for our boys, we are now seeking candidates experienced in administration and fundraising to support the Foundation by undertaking this **part-time role** of Foundation Manager, **starting in February 2024**.

This position will work closely with the Chair of the Foundation and the Company Secretary to support the smooth running of the administrative functions of the Foundation.

You will also work closely with stakeholders to increase fundraising, major giving, bequests, and sponsorship opportunities to ensure the sustainability and growth of programs that advance the mission of the Foundation by cultivating and stewarding meaningful philanthropic relationships.

In support of our School values of **Teamwork, Scholarship, and Service**, candidates who want to work as part of a small team that makes a big difference and who have:

- experience in fundraising and sponsorship endeavours.
- exceptional administration skills.
- experience in a not-for-profit sector; and
- a genuine belief in the benefits of a great education.

Applicants must submit their resume [online](#) by **close of business Friday 9 February 2024**. For more information about the role and the school, please visit the [TSS Website](#).

All staff at TSS should be supportive of the Anglican Code of Conduct and stated values and Christian Ethos of the School. Candidates must be eligible for or hold a current Working With Children (BlueCard) check and submit to an Anglican Diocese National Register check. Candidates will be asked to provide a recent national criminal history check.

Candidates should address applications and any questions to the People and Culture Manager, TSS via email [Kirsty.payne@tss.qld.edu.au](mailto:Kirsty.payne@tss.qld.edu.au)