Macarthur is an independent Anglican co-educational Transition to Year 12 school with a strong academic and co-curricular focus. It is located in picturesque Cobbitty on over 100 magnificent acres, 50 minutes from the CBDs of Sydney and Wollongong. The School is highly regarded as an employer of choice and provides a supportive workplace that pursues excellence and innovation.

The following position may be filled by either one full time person or on a shared part time basis. Either way, applicants should be able to demonstrate an ability to work collaboratively as part of a team as well as show individual initiative.

Applications are invited from suitably qualified Christian persons for the position of:

**Community Relations and Fundraising Manager**

*Either full time or shared part time (stand down leave during school holidays by negotiation)*

To be successful in this role you will need to demonstrate the following:

- an appropriate combination of relevant experience and education/training in Community Relations, Fundraising and/or Event Management environments;
- experience in building and harnessing the support of volunteers and supporters across the breadth of the organisation and in the community;
- experience in maintaining and building positive relations with a wide range of stakeholders including parents, alumni, community supporters and sponsors;
- managing donor relations, direct and annual appeals and fundraising events;
- excellent written and verbal communication skills coupled with highly-developed organisational, interpersonal and negotiating skills; and
- demonstrated social media and digital literacy skills including databases.

These functions require flexible hours to accommodate evening and weekend work including exhibitions and community relation stalls at various annual events. Knowledge of publication production and/or marketing will be a distinct advantage.

**The Application Process**

Applications for this position will only be accepted on the official School Application Form. In addition candidates are required to provide a covering letter, a Curriculum Vitae and a recent photograph. The covering letter should be directed to The Headmaster, Dr David Nockles.

**Applications close when a suitable candidate is found**

Child protection legislation requires preferred applicants to have a WWCC number and have their clearance verified by the School.