



**Head of Philanthropy and Alumni Relations
Parental Leave Cover (March 2025 – March 2026)**

Position Description

Organisation Overview

Carmel School is a leading independent school, located in the suburb of Dianella in Perth, Western Australia. Founded in 1959, the School has built an enviable academic reputation based around the motto “Faith and Knowledge”, which underlies our core philosophy both educationally and as a community school. Carmel is the only Jewish Day School in Perth, with students enrolled from Kindergarten to Year 12. The School is located within easy travel distance of the Central Business District and situated on two adjacent campuses, separated by sporting facilities. Staff travel to the School from all over Perth and are of various faiths and backgrounds.

Purpose

The Head of Philanthropy and Alumni Relations will report directly to the Director of Communications and Enrolments to achieve the Mission and Aims for the School, as determined by the Board. This position is broadly responsible for developing and

Together with the Director of Communications and Enrolments, develop and implement a plan to engage new donors with the School with the goal of increasing philanthropic funding.

Plan and implement donor and friend-raising events (including annual appreciation events).

Develop and maintain databases relevant to development activities.

Identify, develop and submit (in conjunction with the Director of Communications and Enrolments and other staff) applications for corporate, government and philanthropic funding to support the conduct of School programs, events and activities.

Drive sponsorships and donations for the School working closely with the Director of Communications and Enrolments, Principal and the Board.

Alumni

Together with members of the Carmel alumni group, plan and implement reunion events and activities.

Drive and organise alumni events and activities and foster the development of an active Carmel School Alumni community.

Manage and maintain the School's alumni database.

Develop and implement an alumni engagement plan.

Develop and manage the Alumni social media presence including the Dorot Carmel Facebook group.

Cultivate content relevant to the alumni network for broader brand-building purposes.

Administration

Maintain and own a calendar of philanthropy and alumni activities for the School and effectively share and communicate this to all relevant staff, students and families.

Implement effective event management processes and protocols for high-level events (e.g. Business Breakfast).

When required, represent the School at relevant community events, and assist with their organisation as/when required.

Maintain a high level of confidentiality and discretion at all times and foster this culture with team members.

Requirements

This position is offered at 0.6 FTE. Hours are flexible and will be negotiated with the successful applicant.

This position would suit a working parent, or a candidate who seeks to combine this role with other consultancy work. It is expected that functions and promotions will require some after-hours attendance and weekend work.

This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law. The following will be required:

Hold a Working with Children Check.
Provide or be able to obtain a police clearance.

Skills, Abilities and Personal Attributes

Support the School's Vision, Purpose and Values as a modern Orthodox Zionist Jewish school.

Be a passionate advocate for the Jewish day school system and independent schools in general.

Understanding of alumni engagement, community development and fundraising principles.

It is desirable to have a strong understanding of the Jewish community, faith and