



Position title: Alumni & Development Manager
Reporting to: Director of Advancement
Prepared: July 2026
Conditions: Full-time, ongoing position
Location: Onsite at Mentone Grammar

About the School

Mentone Grammar is a leading ELC – Year 12 independent, coeducational Anglican school welcoming over 2,000 students from diverse faiths and cultural backgrounds from across Bayside and surrounding suburbs. The School's specially designed 'Together-Apart-Together' model creates the optimum learning environment with coeducational classes from ELC – Year 4 and from Years 10 – 12, with students learning in single-gender classes through Years 5 – 9. Mentone Grammar's core philosophy is to nurture students who are Happy, Healthy & High Achieving, supported by a broad and balanced curriculum, exceptional academic outcomes, and a rich array of cocurricular opportunities.

Our School Values of Caring, Discipline, Endeavour, Integrity, Resilience, Respect, and Service are deeply embedded in our culture, guiding both students and staff in their actions and aspirations, within the School and beyond.

Overview of the Role

Mentone Grammar alumni, known as *Mentonians*, are among the School's most valued stakeholders and strongest advocates. Reporting to the Director of Advancement, the Alumni & Development Manager is responsible for strengthening lifelong connections between the School, The Mentonians Association (TMA), and the broader alumni community.

The role works in partnership with the TMA and affiliated sporting clubs to deliver engaging events, programs, and communications that foster alumni engagement across all generations. It also promotes alumni connections with current students, encouraging ongoing involvement with the School throughout life.

The Alumni & Development Manager oversees the management and continuous improvement of the School's alumni CRM database (TASS), ensuring the accuracy, quality, and richness of alumni data through effective data governance and maintenance practices.

Working closely with the Director of Advancement, the role also supports the School's philanthropic objectives by identifying giving opportunities, cultivating relationships, and providing stewardship to donors and prospective supporters.

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Primary Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Support the Director of Advancement in the development, implementation and ongoing evaluation of the School's alumni engagement and fundraising strategies.
- Oversee the planning, development and evaluation of donor acquisition and cultivation strategies to identify the best opportunities for giving, including sponsorships.
- Continue to drive a positive partnership between The Mentonians Association (TMA) Committee (and Clubs) and the School working closely with the Committee to grow and develop the network and influence of the Association with a focus on developing a mutually beneficial program of engagement.
- In partnership with TMA, develop and deliver an annual program of high-quality events with a focus on improving alumni engagement levels.
- Manage and maintain the School's alumni database including data cleansing, wealth screening, contact research and alumni acquisition.
- In partnership with the School's Marketing team, actively manage the alumni website and dedicated alumni social channels, and be an active contributor to the School's digital image bank.
- Ensure systems and communications are in place to create life-long connections between senior students and The Mentonians Association.
- Identify, recognise and celebrate high achieving/notable alumni and ensure a steady stream of alumni stories required for School publications and digital channels.

Other duties

- Perform various other duties as requested by your Manager and/or the Principal.
- Participate in relevant induction, training and professional learning sessions for staff.
- Complete all ongoing compliance requirements of the School.

Key Relationships – Internal

Principal	Faculty Heads & teaching staff
School Executive Team	All School Operations Teams including close working relationship with Advancement team



Key Relationships – External

The Mentonians Association (Alumni) and affiliated sporting clubs and the wider alumni community	Community Partners and sponsors and donors
The Parents & Friends group, past teachers and friends of the School	Key Suppliers

Qualifications

- Completion of a relevant tertiary degree and/or an equivalent combination of knowledge, training and experience relevant to alumni management, fundraising and/or community development.
- Current Employee Working With Children Check (WWCC)
- Previous experience in the education sector will be highly regarded but not essential.

Balance of Functions

- This is a full-time (1.0 FTE) ongoing position.
- Official school hours run from 8.30am – 4.30pm Monday to Friday, but days and hours of work for this position will be organised around the specific requirements of the role and some work outside of usual business hours and/or on weekends will be required.

Key Selection Criteria

To be successful in this role, you will demonstrate:

- Experience developing, implementing and evaluating alumni, membership or community engagement strategies that deliver measurable outcomes.
- Expertise in fundraising including exposure to annual giving, major gifts, bequests, sponsorships, partnerships and donor stewardship.
- Exceptional event management capability, with a proven track record of delivering high-quality events and continuously improving stakeholder experiences.
- Experience working with volunteer committees, boards or advisory groups, with the ability to navigate complex stakeholder relationships and influence outcomes.
- Experience managing CRMs as well as data segmentation, analytics and reporting.
- Experience managing digital communications and social media platforms, including email marketing systems such as Mailchimp or equivalent.
- Outstanding communication and relationship-building skills, with the ability to engage confidently with alumni, volunteers, donors, staff and community members.
- A proactive, highly organised and self-directed approach, balanced with the ability to work collaboratively within a team environment.



Competencies, Behaviours & Attributes

- Demonstrates a positive outlook, high emotional intelligence, and exceptional interpersonal skills, with a proven ability to build authentic, collaborative, and productive relationships.
- Takes ownership and accountability for their work, showing a strong sense of urgency, accuracy, and attention to detail.
- Possesses effective conflict resolution and negotiation skills, with the ability to handle sensitive situations with tact and diplomacy.
- Shows initiative within defined parameters, contributing proactively to team goals and School priorities.
- Maintains composure under pressure, managing competing demands while upholding high standards.
- Demonstrates a strong commitment to School policies, procedures, ensuring alignment with the School's Mission, Vision and Values.
- Ensures the responsible use and care of School assets and equipment at all times.
- Brings a team-oriented mindset, a sense of humour, and a willingness to engage in the broader life of the School community.

School Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies.
- Monitor and take full care of health and safety of self and others within area of responsibility.
- Participate, where required, in the resolution of safety issues.
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.



Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies

Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.