

research & development officer



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

- **Prestigious teaching and learning institution**
- **Support fundraising activities vital for future development**
- **Alumni and other donor focus**

Melbourne Grammar School, one of the best schools in Australia, educates students from Prep to Year 12. The School has a proud history dating back to 1858 and today is made up of three campuses that guide 1800 day students and boarders. Every student is provided with an innovative, multi-faceted, dynamic and technology-rich learning environment which delivers opportunities for success, self-discovery and leadership.

Reporting to the Director of Development you will be responsible for donor research, maintenance of the fundraising database and administrative support of development activities including donor relations, events and grant submissions. Your work will support the development and maintenance of key fundraising relationships.

You have research and administration experience along with a history of working with customer relationship management systems. You're organised and well-planned with excellent people skills. Ideally, you have an understanding of fundraising and development in an educational setting however you might have worked in another sector in a comparable role. Importantly, you are committed to Melbourne Grammar School's visionary goals.

If fostering learning and leadership in a visionary educational environment appeals to you, please contact Mike Hurdle on (03) 8319 4070 or forward your resume to cv@gnorecruitment.com quoting # 30964.



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