

# Community Relations Manager

**Whitley College** is one of Victoria's most highly regarded University Colleges. This high level academic and residential facility provides theological courses of excellence as well as academic support and pastoral care to rural, interstate and overseas students making the transition into University life in Melbourne.

You will help create and implement the marketing and promotions strategic development plan, oversee fundraising initiatives and determine the overall brand. This position reports directly to the Principal and works with all staff, students, families, alumni, community groups, schools and universities. Responsibilities include production of the College's newsletter, promotional materials and website content, co-ordination of alumni events, public relations, and writing submissions to trusts and foundations. Fundraising efforts will enhance the scholarships program, provide additional resources, and sustain the support for current and future students.

Your collaborative style, ability to build a robust database and write successful grants are vital to success. You will contribute to the life of this vibrant college community and enhance its service of students, churches and the wider community.

If you are a self-motivated "can do" person with a broad experience across marketing, communications, community engagement and/or fundraising, apply to [cv@dakinmayers.com.au](mailto:cv@dakinmayers.com.au) Alternatively contact Michelle Varcoe or Philip Mayers for a confidential discussion.



**Broad role with  
scope  
& impact**

**Part time 0.8  
(flexible on  
hours / days)**



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