



St Catherine's School

Waverley

*An Anglican day & boarding school for girls,
Kindergarten to Year 12. Founded in 1856.*

Position: Alumni Relations Coordinator

Responsible to: Headmistress

Reporting to: Director of Community Relations

Responsible for: The development and implementation of the Alumni program

Effective date: January 2015

Primary purpose of the position:

The Alumni Relations Coordinator is proactive in building effective, dynamic and long term relationships between St Catherine's School and its diverse community, locally, nationally and internationally. The Alumni Relations Coordinator directs the School's alumni program and provides executive support to the St Catherine's Old Girls' Union. The Alumni Relations Coordinator plans and conducts alumni-relations activities and programs, including reunions, cultural and special events, and works towards the ongoing development and cultivation of relationships with many generations of Old Girls of the School. The Alumni Relations Coordinator works closely with other key staff to communicate creatively with alumni, providing timely, relevant and inspiring information and strengthening the existing professional alumni networks, including updating and maintaining current alumni records. The Alumni Relations Coordinator also supports the Director of Community Relations in the philanthropic work of the School.

Highly developed communication, organisational and ICT skills, a commitment to provide excellent customer service to the alumni of the School, and the ability to work both independently and as part of a team are essential criteria for this role. In order to meet the dynamic requirements of this role, flexibility of working hours, including evenings and weekends is necessary. A willingness to support the Christian ethos of the school is also expected.

Major Responsibilities:

1. Community and Public Relations

- Be the first point of contact for Old Girls in their relationship with the school.
- Work with the Director of Community Relations to achieve improved outcomes in communication and relationship building.

2. Fundraising

- Assist the Director of Community Relations in fundraising research and strategy.
- Advance the Foundation office bequest and annual giving programs.

3. Services to Old Girls and the St Catherine's Old Girl Union

- Provide high level professional support for the President, Treasurer and Executive Committee.
- Maintain an outstanding level of computer literacy in Word, Excel, PowerPoint, databases and other programs.
- Accurately input and proactively maintain the database of Old Girls.
- Provide online services for Old Girls enhance the alumni portal and develop strategies to improve it.
- Liaise with reunion year coordinators in planning and organising Old Girl reunions.
- Plan and implement a range of annual Old Girl events and celebrations.
- Continue to develop a range of social and cultural programs of interest and benefit to Old Girls.
- Develop an effective mentoring program of mutual benefit to current and former students.
- Develop a networking system of professional benefit to Old Girls and support the annual Careers Night.

4. Operations

- Assist the Director of Community Relations with the philanthropic direction of the school.
- Assist the Community Relations office in planning social and fundraising functions.
- Prepare quality copy for school publications.
- Conduct school tours for alumni as required.
- Work with the community relations team, to provide support as required.

5. Other related responsibilities

- To work collaboratively and collegially with the St Catherine's School Archivist and other school staff.
- Work on specific projects as required from time to time, to support the school.
- Comply with the school's policies and procedures and health and safety standards.

6. Undertake other duties as required by the Headmistress.

SELECTION CRITERIA:

The success candidate will possess the following skills and abilities:

- Strong oral and written communication skills and excellent interpersonal skills.
- Excellent time management and administration skills.
- Experience and/or a keen understanding of philanthropy, donors and bequests and relationship building.
- Ability to work effectively and harmoniously within a school environment.
- Ability to set goals and priorities, and work under minimal supervision.
- Computer literacy, including Microsoft Office 7, and the ability to learn software applicable to the position requirements.
- Support for the Christian ethos of the School

APPLICATIONS:

Applicants should submit:

- Cover letter (2-3 pages addressing the criteria)
- Full Resume
- Names, addresses and telephone numbers of two (2) recent professional referees

Applications, which close on Friday 20 February, should include the names of two referees, be addressed to the Headmistress and emailed to employment@stcaths.nsw.edu.au or mailed to the School marked "Attention: Human Resources".

Enquiries:

For any enquiries, please contact Human Resources on 02 8305 6201.