



St Catherine's School Sydney



Development and Engagement Officer
Permanent full-time



The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 168 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

CV and letter of application should be addressed to Human Resources.

Please apply via seek by 20 March 2024.

Active support for the Christian character and purposes of the school is essential.

This position requires the successful applicant to have a Working with Children Checkin accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



St Catherine's School, Sydney

Our identity

We are an Anglican school educating young women for life.

Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

We value

Integrity • Courage • Relationships • Service.

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Primary purpose

Position: Development and Engagement Officer

Responsible to: The Headmistress

Reports to: Community Relations and Development Manager

Effective date: March 2023

Details: The Development and Engagement Officer is responsible for the implementation and delivery of engagement programs that enhance reputation, grow revenue, and create positive, lasting change in the communities where St Catherine's engages.

The Development Officer and Engagement Officer will be proactive in implementing and updating programs and processes relating to the engagement of current and future donors through research and activities, resulting in the procurement of donor gifts. They will support the engagement and facilitation of community relations and fundraising as well as providing operational support for work relating to School associations and support groups, including; The St Catherine's School Foundation; The Parent's and Friend's Association and the Old Girl's Union.

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Major responsibilities:

Data management

- Provide systems support, advice and backup for community relations and fundraising operations including data entry, scheduling, and engagement coordination.
- Identify and resolve data anomalies and /or duplicate records.
- Run standardized reports for fundraising Planning.
- Coordinate return mail and update information in school databases.
- Coordinate 'update your details' online form submissions.
- Coordinate data and information for use in future fundraising and community communications.
- Support the Community Relations and Development Manager in the management of alumni and past parent data updating.

Research

- Assist the Community Relations office with prospect tracking and donor research.
- Assist the Community Relations office with the research of alumni via LinkedIn, social media, and online resources.

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- Research, verify and record in the database information about alumni, both locally and globally that will assist with realising engagement strategies.
- Support the Community Relations and Development Manager in the management of current parent information relating to future engagement and fundraising opportunities.
- Provide data reports and information relating to donors and campaign engagement.
- Evaluate each campaign, ensuring key learnings are applied to future projects and conduct comprehensive campaign analysis to ensure continuous improvement.
- Identify high value donors or bequest prospects for conversion to major donor/bequests.

Fundraising

- Assist in the planning of coordinated fundraising appeals and drives.
- Assist in the planning of coordinated fundraising events.
- Coordinate the implementation and future use of digital fundraising programs and solutions.
- Develop and maintain a suite of CRM systems and dashboards to measure and support community engagement and fundraising programs.
- Work with the Community Relations department in the generation of relevant alumni, past parent and donor content.
- Supporting the Community Relations department with donor invoicing.
- Support the output of work of the St Catherine's School Foundation and sub-committees.
- Review regular givers and manage donor journey.
- Develop and implement welcome and on-boarding communication journeys for new cash, raffles, gifts in-honour, and regular donors.

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Operations

- Assist the Head of Community Relations with the philanthropic direction of the school as relates to the community.
- Assist the Community Relations office in planning community and fundraising functions.
- Prepare quality copy for school publications and digital communications.
- Provide input for annual strategic planning, budget process and related activities.
- Support Alumni and community events.
- Assist with receipting.
- Work with the community relations team and provide support as required.

Uphold and promote high standards in all areas of endeavour.

Other duties

- Work collaboratively with all areas of the Community Relations department.
- Work on specific projects as required from time to time, to support the school.
- To comply with the schools' policies and procedures as well as health and safety requirements.
- To participate in any training when required.
- Attend after hour meetings and events as required.
- Warden responsibilities as required.

Undertake other duties as required by the headmistress or her delegate

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Selection criteria

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Highly developed organisational and ICT skills
- Positivity and a high level of emotional intelligence
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving guidance and direction
- Commitment to provide technical and communications support for fundraising and community relations activities
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school
- Flexibility of working hours, including some evenings and weekends
- Willingness to actively support the Christian ethos of the school.

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Staff benefits

- Accreditation Support and Professional Learning Program
- Employee Assistance Program (EAP) counselling service
- Mentoring program for new academic staff
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre (for borrowing books and magazines)
- Access to school deli to order lunch daily

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 StCatherinesSchool

 @stcatherinessyd

 @StCatherinesSyd

 www.linkedin.com/school/st-catherine's-school_2/

 StCSchoolWaverley

 WeChat ID scs2024



For more information visit

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