

## POSITION DESCRIPTION – HEAD OF DEVELOPMENT AND COMMUNITY RELATIONS

<b>POSITION TITLE:</b>	Head of Development and Community Relations
<b>RESPONSIBLE TO:</b>	Rector
<b>RESPONSIBLE FOR:</b>	<p>Developing strong and positive relationships and networks, by promoting a culture of philanthropy throughout the school-wide community.</p> <p>Managing a professional, well run advancement Alumni and Development Office that engages with the St Andrew's College community.</p>

### ***Mission Statement for the Alumni and Development Office:***

The Alumni and Development Office at St Andrew's College works to build and maintain strong relationships with its core constituencies, to create engagement and connectedness with the College; resulting in a culture of philanthropy that supports St Andrew's College to grow and deliver the finest education possible.

<b>KEY RELATIONSHIPS:</b>	<ul style="list-style-type: none"> <li>• Rector</li> <li>• Head of Communications</li> <li>• Executive Team</li> <li>• Old Collegians Association</li> <li>• Board of Governors</li> <li>• PTA (parents association)</li> <li>• Strowan Club and Ladies Circle</li> <li>• St Andrew's College Foundation Trustees</li> <li>• Financial Controller</li> <li>• Records and enrolments teams</li> <li>• Archivist/Curator of College Museum</li> <li>• College leadership team</li> <li>• Staff</li> <li>• School visitors</li> </ul>
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<b>Direct Reports:</b>	(1) – Alumni Manager
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### **CORE VALUES OF ST ANDREW'S COLLEGE:**

St Andrew's College offers pre-school to year 13 education which is:

- Independent.
- Co-educational.
- Christian in its ethos, derived from its Presbyterian foundation.
- Scottish in traditions.
- Focused on excellence, the love of learning and encouraging each student's highest personal achievement.
- Caring, supportive and stimulating.
- Attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities.
- Able to offer boarding accommodation during the school year from Years 9–13.

- Inspirational and encouraging, by providing the appropriate support for each student to achieve their potential.

Values – principles in all we do.

Purpose – our reason for existence.

VALUE	PURPOSE
Truth   Pono	Integrity in everything we say and do.
Excellence   Kairangi	Reaching beyond what people expect of us.
Faith   Wakapono	In self, others, and our future.
Creativity   Auahatanga	Daring to imagine; turning ideas into reality.
Inclusivity   Kanorau	Valuing diversity; embracing different perspectives.

St Andrew's College is an independent, coeducational school founded on the Presbyterian faith. We are one school with four distinct areas – Pre-school, Preparatory School, Middle School and Senior College, with a boarding community at the heart of the College campus. Our holistic school offering focuses on academic, sport, cultural, spiritual and social development.

#### DUTIES / KEY RESPONSIBILITIES:

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Key Result Areas	Performance Indicators	Expected Outcomes
Strategic Planning	<ul style="list-style-type: none"> <li>○ Devise strategies with the Rector, to support financially the College vision and strategic plan.</li> <li>○ Develop and implement an annual business plan which delivers the year's strategic objectives for community relationships, advancement and fundraising.</li> </ul>	<ul style="list-style-type: none"> <li>○ Work effectively with the Rector and Executive.</li> <li>○ Production and implementation of an annual strategy and an effective business plan.</li> </ul>
Management of Alumni and Development Office	<ul style="list-style-type: none"> <li>○ Manage an organised and effective Alumni and Development Office.</li> <li>○ Maintain positive and strong relationships with key groups within the St Andrew's College community.</li> <li>○ Work directly with Head of Communications to ensure an effective communication strategy and delivering information on events and fundraising.</li> </ul>	<ul style="list-style-type: none"> <li>○ High functioning and effective Alumni and Development team.</li> <li>○ Positive relationships evident with the key College community groups.</li> <li>○ Clear communication strategy and plan that ensures all interest groups and people are well informed on events and developments.</li> </ul>
Donor Care	<ul style="list-style-type: none"> <li>○ To establish and manage a strong donor care programme for current and future donors.</li> <li>○ Research and selectively put into action 'best practice' from other independent schools in NZ and Australia.</li> </ul>	<ul style="list-style-type: none"> <li>○ Produce a summary report to set up a Donor Care programme to then implement from 2026.</li> <li>○ Donor's feel well supported and positively connected with.</li> <li>○ Rector has confidence of Donors being well</li> </ul>

	<ul style="list-style-type: none"> <li>○ Establish programme of regularly contacting and fostering relationships with current and potential donors.</li> <li>○ Research, approach and actively solicit prospective donors to the College.</li> </ul>	communicated and acknowledged.
Sponsorship Management	<ul style="list-style-type: none"> <li>○ Assist with approving all sponsorship agreements to ensure they meet the College's expectations and standards.</li> <li>○ Maintain records of all sponsorships and monitor the delivery of all sponsorship agreements within the College. Set up process for reviewing and selecting sponsors for St Andrew's College.</li> <li>○ Identifying and approaching potential sponsors.</li> <li>○ Securing and maintaining sponsors.</li> <li>○ Seek and secure opportunities to generate income from appropriate College business relationships.</li> </ul>	<ul style="list-style-type: none"> <li>○ All sponsorship agreements meet the College's expectations and standards.</li> <li>○ Documenting and monitoring all sponsorship agreements, ensuring all sponsors are feeling well supported and acknowledged.</li> <li>○ Achieving agreed annual target, as set with the Rector, for sponsors and income received for the College.</li> </ul>
Friend Raising	<ul style="list-style-type: none"> <li>○ Work with the Rector, Alumni Manager and Executive Leadership Team to develop a calendar of events to maintain relationships that are beneficial to the College.</li> <li>○ Encourage stakeholder to participate in Development and community projects and events, to maximise engagement and connection to the College.</li> <li>○ Assist with College ceremonies and other special events (e.g. Founders Day) that involve benefactors to the College.</li> </ul>	<ul style="list-style-type: none"> <li>○ All approved community events are available in the College calendar and well communicated to key groups.</li> <li>○ Key groups (e.g. parents, staff, Old Collegians) are engaged and connected to the College.</li> <li>○ Successful events occur.</li> </ul>
Fundraising	<ul style="list-style-type: none"> <li>○ To provide a fundraising strategy and action plan for each year with agreed targets set with the Rector.</li> <li>○ Devise and manage fundraising strategy and action plan is to include the delivery additional income streams for the College through: <ul style="list-style-type: none"> <li>● Annual Giving</li> <li>● Bequests and Planned Giving</li> <li>● Major Gifts</li> <li>● Stewardship</li> <li>● Donor Care</li> </ul> </li> <li>○ Assist the Rector to identify major or targeted fundraising campaigns, and to set out the strategy and action plan for implementing such campaigns.</li> <li>○ Ability to work closely and positively with the Communications team at St Andrew's College to ensure all collateral produced for fundraising and/or development work is on brand and of a very high quality of production.</li> </ul>	<ul style="list-style-type: none"> <li>○ Fundraising strategy and action plan set out and being implemented to achieve the annual targets.</li> <li>○ Fundraising programmes and campaigns are well planned and implemented, and meet agreed targets set with the Rector.</li> <li>○ Any specific or major fundraising campaigns are planned and implemented successfully to achieve the agreed targets and outcome.</li> <li>○ High quality communications across all platforms showing an integrated advancement approach matched with quality and exciting events.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Initiate innovative communication and events to achieve income targets, in conjunction with the Head of Communications.</li> </ul>	
Foundation	<ul style="list-style-type: none"> <li>○ To attend Foundation meetings to build relationships with the Trustees and seek opportunities for fundraising and gain donations for the College.</li> </ul>	<ul style="list-style-type: none"> <li>○ Attending Foundation meetings and building positive relations with the Trustees.</li> <li>○ Verbal reports to the Foundation.</li> </ul>
Old Collegians	<ul style="list-style-type: none"> <li>○ Attend the Old Collegians Associations Executive meetings on a regular occasion to build relationship with the Executive members.</li> <li>○ Attend Old Collegian school functions, such as reunions, to assist in building a network and relationships for fostering donors and bequests.</li> </ul>	<ul style="list-style-type: none"> <li>○ Ensure that you are well known with Old Collegians and visible and engaged at functions such as reunions.</li> <li>○ Verbal monthly report to OCA Executive meetings.</li> </ul>
Alumni and Community Relations	<ul style="list-style-type: none"> <li>○ Lead and motivate others to work harmoniously with a wide range of volunteers to achieve the defined engagement and financial targets.</li> <li>○ Encourage stakeholders to participate in Alumni and Development projects to maximise their involvement to produce additional income streams and promote engagement with the College across a lifetime.</li> <li>○ Speak to College and community groups about the College's Development vision.</li> <li>○ Develop and maintain effective relationships with key groups such as the PTA, Strowan Club, Ladies Circle and the Old Collegians Association, and staff and student body. Encourage them to support the College, including with their donations.</li> <li>○ Develop and maintain the Year 13 Leavers' Gift and Year 13 Parents' Gift initiative programmes and other initiatives as may develop as part of the campaign.</li> <li>○ Present a high standard of personal presentation as an ambassador of the College.</li> </ul>	<ul style="list-style-type: none"> <li>○ Stakeholders participating in Alumni events, generating Development income.</li> <li>○ Engaged, happy and productive volunteers in all areas of the advancement programme.</li> <li>○ Professional, engaging and passionate representative of St Andrew's College's culture of philanthropy.</li> <li>○ Strong relationships with all school community groups and stakeholders.</li> <li>○ Carefully solicited gifts from community groups, which support the College's overall fundraising programmes.</li> <li>○ Programmes effectively growing the culture of philanthropy at St Andrew's College.</li> <li>○ Personal excellence for the good of the College.</li> </ul>
Data and record keeping, budgeting and reporting	<ul style="list-style-type: none"> <li>○ Oversee all administrative and database recording and reporting of Alumni and Development Office.</li> <li>○ Ensure database and record-keeping is at all times fully resourced and delivers credible information.</li> <li>○ Oversee all donor recognition from strategy development to implementation.</li> <li>○ Accurate details on donors and alumni are maintained.</li> </ul>	<ul style="list-style-type: none"> <li>○ Accurate, timely and efficient database recording, processing of gifts, and event registration which supports requisite reports.</li> <li>○ Well-resourced database which supports prospect research and identification.</li> <li>○ Accurate and appropriate donor recognition in</li> </ul>

	<ul style="list-style-type: none"> <li>○ Oversee receipting of gifts, prompt acknowledgement to donors and various recognition procedures for donors to all present and past campaigns.</li> <li>○ Work closely with the College's Financial Controller in all monetary transactions.</li> <li>○ Prepare reports on the progress of the Annual Giving Programme for the Rector.</li> <li>○ Twice annually report to Board of Governors for the Alumni and Development Office</li> <li>○ Work with the Communications Team on the content and production of an Annual Giving Report and philanthropy reports.</li> <li>○ Prepare and manage annual budgets.</li> </ul>	<ul style="list-style-type: none"> <li>keeping with the College ethos.</li> <li>○ Well-maintained database with accurate and timely record of all gifts, communications, meetings, and notes.</li> <li>○ All relevant acknowledges to donors e.g. tax receipts, and managed and in a timely manner.</li> <li>○ Positive working relationships with the Accounts Team and Financial Controller.</li> <li>○ The Rector is well informed on progress around annual giving.</li> <li>○ Board of Governors are well informed and well supported.</li> <li>○ Production of high-quality Annual Giving Report and philanthropy reports for the Rector and Board.</li> <li>○ Budgets are maintained and kept to in all areas.</li> </ul>
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#### **EDUCATION, EXPERIENCE, SKILLS, QUALIFICATIONS:**

1. A tertiary qualification in a relevant field;
2. Superior interpersonal and communication skills – ability to communicate well verbally and in writing, and able to effectively use technology;
3. Preferably five years' experience in a senior advancement or fundraising role or similar;
4. Strong collaboration and negotiation skills;
5. Strong business acumen;
6. Prospect research knowledge or experience;
7. Proven experience in soliciting and "closing" gifts;
8. Ability to manage and motivate a small high performing team of professional and self-motivated individuals;
9. Ability to manage a diverse portfolio with a wide range of clients;
10. IT and database skills.

#### **PERSON SPECIFICATION:**

1. Personal qualities of honesty, integrity, enthusiasm and approachability;
2. Leadership along with an ability to work as a member of a team;
3. Ability to work calmly and positively in all situations;
4. Highly efficient work habits;
5. Ability to think and act strategically;
6. Enthusiastic, energetic and self-motivated individual;
7. Articulate and confident manner demonstrating sensitivity and flexibility across a wide range of community groups and donors;
8. Flexibility to work outside of agreed normal hours (e.g. attending evening or weekend events);
9. Ability to lead through example;

10. High standard of professionalism at all times across all situations;
11. Strong organisational and planning skills;
12. Loyalty and commitment to students and their parents and staff;
13. Be supportive of the strengths of the school, and exercise discretion and confidentiality;
14. Strong attention to detail.

*Reviewed June 2025*