



ST PETER'S · CAMBRIDGE

Director of Advancement

(Permanent, Full-Time)

- Work within the vibrant and passionate education sector
- You'll work alongside a great team of professionals from a wide variety of industries.
- Outstanding facilities located in spacious park-like grounds

We want you to champion "giving" and ensure St Peter's is a connect community where members experience life-long connection. Sound up to the task?

The role has variety that will see you grow our Foundation membership and donations and forge relationships with Alumni to stay connected with St Peter's. You will manage our relationship with sponsors and donors.

You will have outstanding experience in fundraising and managing donor relationships. You will also have excellent interpersonal and time management skills, priding yourself on your community engagement successes.

If this sounds like you and you're ready to take up a new challenge, apply now!

Who are we?

St Peter's is one of New Zealand's leading Independent, Anglican, co-educational, day and boarding secondary schools for Years 7 to 13 students.

The ethos of the School is based on providing a holistic education for the whole person, with values such as, Excellence, Community, Wellbeing, Special Character and Sustainability. Growing Great People!

Our campus caters for approximately 1090 day and boarding students, along with a large volume of community activity, on 100 acres of park-like grounds near Cambridge, a short drive from Hamilton City.

Applications by Application Form, covering letter, and CV, with details of three referees close at noon on Monday 3 April 2017.

For further information, please view our website for a Job Description and Application Form. <http://www.stpeters.school.nz/Welcome/Work-at-St-Peter-s>

Applications to be sent to the Human Resources Manager. Email hr@stpeters.school.nz or post to Private Bag 884, Cambridge, 3450.



ST PETER'S
CAMBRIDGE

Job Description:

Director of Advancement

Position Title:	Director of Advancement
Reports to:	Principal, Chair of Foundation
Department:	Foundation
Tenure:	Permanent
Hours:	37.5 per week with flexibility as required.
Position review date:	March 2017

POSITION PURPOSE

Ensure St Peter's is a connect community where members experience life-long engagement. Improve the long-term financial sustainability of St Peter's through increasing income from donations and sponsorship.

RELATIONSHIPS

The Director of Advancement collaborates with staff/students in the following areas:

Internal

- Principal
- Trust Board
- Business Manager
- Foundation Chair & Committee
- Alumni Chair & Committee
- Staff
- Students

External

- Alumni
- Parents and past parents
- Donors, sponsors and supporters
- Community Trust

MAJOR RESPONSIBILITIES

The Director of Advancement is responsible for:

- Work on providing growth in Foundation membership, increase in donations and growth in Foundation assets.
- Engage with Alumni so they are more connected to St Peter's and aim to increase larger numbers of alumni at school events.
- Work with Parent Association to deliver successful events and increase parents feeling of connectedness to St Peters.
- Work to increase the parent support of school activities and programmes.
- Grow the amount of Foundation members with parents whose children have finished at St Peters.
- Manage sponsor relationships to ensure they are engaged and satisfied.
- Grow sponsorship revenue.
- Support staff who work with business like the Business and Entrepreneurial Centre, Academies and Demonstration farm with professional engagement, protecting our brand and protecting relationships.
- Lead the fundraising for the school and achieving set targets.

SAFETY AND WELLBEING RESPONSIBILITIES

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.

- Understand the major hazards, risks, compliance requirements and correct safe work procedures in their area of responsibility, including the reporting of hazards and incidents.
- Demonstrate a proactive approach to health and safety by challenging unsafe behaviour/attitude and providing leadership on work health and safety matters.

SKILLS, ATTRIBUTES, SKILLS AND KNOWLEDGE

- High-level oral and written communication skills with a client focus.
- Demonstrated experience with fundraising, sourcing donations, managing relationships with both sponsors and donors.
- Demonstrated ability to be community orientated.
- Demonstrated ability to work across a large organization, gaining support and buy-in for strategies and goals.
- Ability to develop systems others can implement and maintain.
- Excellent attention to detail.
- Demonstrated ability to exercise discretion, tact and diplomacy when dealing with confidential issues.
- Demonstrated ability to communicate well to a diverse range of cultures and personalities.
- Demonstrated ability to draft well-articulated and effective written work.
- Be a strategist with the ability to embed these in an organisation.

PHYSICAL ATTRIBUTES

- Exercise a high standard of professional dress and personal presentation.
- Be able to work extended days when needs permit.

EDUCATION AND TRAINING

- Tertiary qualifications in Marketing/Communication/Sales or a related discipline, or an equivalent combination of relevant experience and/or education/training.
- Extensive knowledge and use of Office suite of computer applications, e.g. Word, Excel.
- Knowledge or a clear capacity to develop knowledge of the independent school sector.