



# BRIGHTON GRAMMAR SCHOOL

## Position Description

<b>Position Title:</b>	Senior Administrator/Secretary - Development Office (1.0)FTE
<b>Division:</b>	Development Office
<b>Date Revised:</b>	November 2009

To commence as soon as possible.

### Position Overview

The Development Office Senior Administrator plays a key role in the efficient operation of the Development Office by providing pro-active, timely and effective support to the Director of Development and Community Relations and other Development Office staff.

The Development Office Senior Administrator/Secretary will undertake a wide range of marketing, alumni and fundraising responsibilities that contribute towards the achievement of Development Office goals. There is a high level of accountability and confidentiality associated with this role and the efficient operation of the Development Office relies strongly on the skills and experience of the individual. Advanced level Synergetic (or similar) database skills are essential.

The Development Office is the centre for all philanthropic giving within the parent, past parent and Old Boy communities. In this respect there is regular contact with a wide range of members of the Brighton Grammar School Community. In carrying out the duties of the role, the Development Office Senior Administrator/Secretary must maintain effective relationships across the School Community and provide high levels of customer service to all stakeholders. Well developed communication skills and a commitment to excellence in customer service are essential.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School Community and participate fully in a range of events and activities. There will be times when out of hours attendance and assistance at Development Office functions will be required.

There is an expectation that the Development Office Senior Administrator/Secretary will undertake professional development activity every year in discussion with the Director of Development and Community Relations.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Position Description is subject to review and modification by the Director of Development and Community Relations, the Headmaster or Manager of Human Resources in response to the changing needs of the School, and the development of the skills and knowledge of the Development Office Senior Administrator/Secretary.

## Responsibilities

Although the responsibilities for the Development Office Senior Administrator/Secretary have been separated into four areas based on the positions the role supports, there will be occasions when responsibilities overlap.

### 1. Development Office

#### General Administration

- Manage the School's database on a daily basis as it applies to the Development Office. This will require advanced level Synergetic (or similar) database skills.
- Provide some administrative support to staff and parent support groups whilst managing the school's online ticketing system.
- Oversee Brighton Grammar School Crested Merchandise including sourcing, monitoring stock levels, ordering and uploading items to the online merchandise section of the website.
- Assist with the assembly and uploading of the electronic version of Meliora Sequamur to the website.
- Attend and take minutes at Development Committee meetings and Development Office meetings.
- Monitor and record all online donations whilst also accurately monitoring, recording and banking traditional donations.
- Create accurate MS Queries and Crystal Reports relating to the Development Office, Sequamur Society, Community Education and Old Brighton Grammarian Society.
- Generate, prepare and distribute correspondence in relation to fundraising, marketing and events.
- Assist with Development Office events including Corporate Breakfasts, Pink Dinner, Headmaster's Breakfasts and Cocktail Parties.
- Prepare correspondence in relation to the events involving accurate extraction and recording of Synergetic data.
- Monitor online event registrations and payments.
- Liaise with catering staff regarding menu selection, area set-up, and clearing away at the close of events.

### 2. Community Education

#### General Administration

- Provide administrative support to the Director of Community Education including diary management, preparation of correspondence or documentation and maintenance of relevant databases.
- Assist with the sourcing and nurturing of School sponsors.
- Assist with the assembly and uploading of the School's weekly eNewsletter.
- Assist with uploading of news items and images to the School's website.

### 3. Alumni Relations

#### General Administration

- Provide administrative support to the Alumni Manager in his relationship with the Old Boys community.
- Assist with the ongoing search for "missing" Old Boys using appropriate online and traditional tools.
- Support web-based methods of engaging with Old Boys, particularly younger Old Boys.
- Assist with the uploading of information to the Old Boys section of the School's website.
- Assist with the preparation of all pre and post meeting documentation.
- Provide administrative support for functions including pre and post event.
- Assist with event promotion via SMS, email, Web 2.0 technologies and traditional methods.
- Monitor online reunion/event registrations and payments.
- Produce personalised letters of invitation/thanks for all events.
- Source new venues for OBGs events.

## 4. Bequests

### General Administration

- Support the Bequest Manager with achieving the goals set for the bequest area.
- Manage the school's database as it applies to bequests. This will require advanced level Synergetic (or similar) database skills.
- Assist with rolling out new ways of engaging with Sequamur Society members particularly online and via SMS technologies.
- Assist with event promotion via SMS, email, Web 2.0 technologies and traditional methods.
- Monitor online bequests.
- Monitor online bequest event registrations, tickets and payments.

### Experience and Qualifications Required

- Advanced level computer skills including the full suite of Microsoft Office programs (Word, Excel, PowerPoint, Publisher) and proven ability in using Synergetic database (or similar) at an advanced level.
- The ability to generate complex and accurate MS Queries.
- The ability to generate complex and accurate Crystal Reports.
- Experience with Content Management Systems.
- Experience in using Web 2.0 applications within a work context.
- Strong organisational and administrative skills and a demonstrated ability to prioritise work flow.
- Able to make sound judgements, coordinate activities and meet deadlines without supervision.
- Well developed oral and written communications skills.
- Able to manage customer concerns positively with a solution focus.
- Proven ability to solicit, brief, retain and motivate volunteers to assist with the implementation of Development Office strategies and tasks.
- Experience in contributing to a varied work environment with a strong team focus.

### Key Competencies Required for the Position

#### Planning and organising

- Sets clearly defined objectives and identifies and organises resources needed to accomplish tasks.
- Plans activities and projects well in advance and takes account of possible changing circumstances.

#### Following instructions and procedures

- Follows procedures and policies and keeps to schedules,
- Arrives punctually for work and meetings.

#### Relating and networking

- Establishes good relationships with parents, staff, Old Boys and members of the wider Community.

#### Working with people

- Adapts to the team and builds team spirit.
- Listens, consults others and communicates proactively.

#### Achieving personal work goals & objectives

- Accepts and tackles demanding goals with enthusiasm.
- Works hard and puts in longer hours when it is necessary.

#### Deciding and initiating action

- Takes responsibility for actions and projects within the scope of responsibility.
- Takes initiative, acts with confidence and works under own direction where appropriate.

#### Coping with pressures and setbacks

- Works productively in a high pressure environment.
- Can multi-task
- Keeps emotions under control during difficult situations.

#### Adapting and responding to change

- Accepts new ideas and change initiatives.

### Reporting Relationships

This position reports to: Director of Development and Community Relations.

Direct reports to this position: None.

Internal relationships: In carrying out these responsibilities the Development Office Senior Administrator/Secretary will liaise with individuals across the School as required in order to fulfill the inherent requirements of the position.

External relationships: The Development Office Administration Manager will liaise with members of the School parent community and extended families, relevant committees and associations, and other external parties as necessary to fulfill the objectives of the position.