

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Development Coordinator
Date updated:	February 2023
Reports to:	Associate Director of Development

POSITION SUMMARY

The Development Co-ordinator provides administrative support to the Associate Director of Development and assists in coordinating across all areas of development including fundraising, administration, events, database management, and donor stewardship.

The Development Co-ordinator is responsible for assisting the team in executing fundraising efforts for the College including participating in solving logistical issues and consulting with multiple stakeholders.

This is a fulltime role, reporting to the Associate Director of Development with out-of-hours work requirements to support relevant College events.

ROLE ACCOUNTABILITIES

The position responsibilities are summarised in the following areas:

1. Administration and database management

- 1.1 Responsible for all areas of donation processing and donor correspondence.
- 1.2 Oversee the Development (and Alumni) databases and prepare reports as requested.
- 1.3 Ensure donor records are confidentially maintained with accuracy and discretion.
- 1.4 Ensure all donor correspondence is processed in a timely manner and internal stakeholders are informed of relevant information.
- 1.5 Complete activities to maintain accurate database records.
- 1.6 Analyse and segment data for fundraising and reporting purposes.

1.7 Use CRM to support continued improved of College fundraising records.

2. Fundraising and Research

2.1 Undertake desktop research and other methods to ensure all donor records are accurate to support fundraising activity.

2.2 Assist as needed with fundraising activities including Major Giving, Bequests and Annual Appeals.

2.3 Provide high-level support in executing key events such as the Foundation Ball.

3. Stakeholder Engagement and Relationship Management

3.1 Interact with all members of the community in a manner that reflects a high degree of professionalism, protocol, sensitivity and care.

3.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College.

3.3 Develop an understanding of key stakeholder relationships relevant to Development (including Alumni) and the broader *Pymble* Community Engagement and College staff.

3.4 Develop a strong, professional relationship with all College staff and community members.

4. Logistical Support

4.1 Provide logistical support for events and other fundraising activities.

4.2 Assist with event preparation for Development (and Alumni) activities.

4.3 Assist with *Pymble* Foundation events, and support the leadership team at functions.

5. Reporting on Finances

5.1 Prompt processing of all incoming donations, liaise with finance team to ensure receipting is accurate and timely, with donor letters and acknowledgment managed in timely manner.

5.2 Record all donor activity in database.

5.3 Ensure all records are maintained across databases to provide an accurate picture of records.

5.4 Compile financial reports for as required.

6. Communication

- 6.1 Conduct all communication with students, staff, parents and members of Pymble community and external entities in a professional and respectful manner using discretion at all times.
- 6.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College.
- 6.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

7. Risk Management

- 7.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices, including supporting the Associate Director of Development with the completion of risk assessments for Foundation events and initiatives as required.
- 7.2 Meet the expectations for safety in the workplace and report identified hazards and potential risk to the Associate Director of Development.
- 7.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary.
- 7.4 Report directly to the Principal on any matters relating to child protection.

8. Professional Learning

- 8.1 Remain abreast of current and best practice standards.
- 8.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

9. Other duties may be required from time to time

Please note you will be required to attend events occurring outside of normal working hours from time to time.

PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College.
- Ability to always demonstrate professional conduct and discretion.
- High levels of skill in data administration and excellent attention to detail.
- Outstanding interpersonal, communication and customer service skills.

- Advanced skills and experience in Microsoft TEAMS, MS Word, MS Excel, MS Outlook and customer management databases.
- Demonstrated capacity to effectively manage multiple projects, time management and prioritisation skills.
- Demonstrated ability to work as part of a team.
- Understanding of, and commitment to the education sector.
- Demonstrated commitment to continuous improvement.