



# St Aloysius' College

## ROLE PROFILE

<b>Title</b>	Development Officer
<b>Date of last review</b>	July 2009
<b>Reports to</b>	Director of Development and Foundation
<b>Accountable to</b>	Rector
<b>Incumbent</b>	TBA
<i>(Signatures)</i>	
_____	_____
(Name of Incumbent)	<b>(Fr) Ross Jones, SJ</b> Rector
_____	_____
Date	Date

*St Aloysius' College ("the College") may review and vary this Role Profile as required, after appropriate consultation with the incumbent, in response to the changing needs of the College.*

### Role purpose/objectives

The Development Officer gives expression to the College's vision and mission by –

- assisting the College in the development and management of a progressive Fundraising and Development function for strengthening financial and friendship support for the long term capital growth and advancement of the College;
- modelling professional conduct and practice in accordance with the responsibilities and core competencies of the role and as a member of the College community;
- implementing College policies, procedures and guidelines as amended or replaced; and
- performing all duties imposed by law as amended or replaced.

### Key function area responsibilities

- Performs, and is accountable for the complete range of administrative/support activities involved with the Development and Foundation function within the College. Such activities include:
  - data entry for/of the following: donations, gifts, biographical notes, comments, Old Boys data etc;

- data mining the Synergetic Management System (“**Synergetic**”), and creating and printing crystal reports for use by the Development and Foundation Office;
- conduct MS queries from the Synergetic database and preparing detailed analysis and reporting of such;
- maintain the Pledge Programme;
- assist with telephone queries and addressing issues and concerns involving donors, Old Boys, staff, parents/guardians, and the community to enhance the service provided and image of the College;
- assist with all other queries, mail merges, printing and mailing out of fundraising material to members of the Aloysian Family;
- assist with the writing, design, preparation and distribution of materials/ documentation such as fundraising documentation;
- assist with coordinating the writing, layout, production and dissemination of the Aloysiad to ensure it is well presented and informative;
- research and write correspondence, proposals and reports on a range of matters as required by the Development and Foundation Office;
- printing and mailing out of letters, receipts, invitations etc;
- all filing, as appropriate and required;
- Performs, and is accountable for a range of other activities within the function, with a particular focus on Fundraising (income generation). Such activities include:
  - gain knowledge and understanding of the College and its community, and use that to better comprehend all projects and programmes for which income is being sought and allocated;
  - assist with planning, developing, implementing, and evaluating Fundraising strategies to achieve established income generation goals of the College.

Included in this work shall be assistance with detailed analysis of historic patterns of giving to encourage new gifts and increase contributions;

- assist with planning, developing, implementing and evaluating programmes such as major capital appeals, specialist targeted appeals, annual giving appeals, the voluntary Building Fund, and endowment and bequest programmes;
- assist with developing detailed Fundraising projections and forecasts to establish income generation goals;
- assist with stewarding existing donor relationships in accordance with a formal stewardship plan of the College;
- assist with identifying, cultivating, building and solidifying relationships with prospective donors. (In this regard, in time, the Development Officer will be expected to “cold call” prospects as necessary to “open doors” for the College);

- as required, directly solicit donations/gifts from prospective donors and maintain relationships through mail, phone and in-person contact (including visits);
- assist with the coordination and implementation of a range of Fundraising events as required, to target identified prospective donors;
- conduct tours of the College for existing and prospective donors, as required;
- Create appropriate networks within the College community (especially staff) and externally, to support and be involved with the activities of the function;
- Assist the College by recommending systems improvements and areas of potential savings for the College;
- As a member of the College community, perform, and is accountable for other responsibilities and activities allocated by the Director of Development and Foundation or Rector, or others as delegated, to support the effective operation of the College.

Such responsibilities include the occupational health and safety (“OH&S”) responsibilities of staff at the College, which include:

- Supporting the Rector’s implementation of the College’s OH&S management system and safety culture; and
- Complying with College policies, including OH&S policy, procedures, guidelines and reasonable instructions to promote the safety culture.

**Core competencies**

	<b>Behavioural statements</b>
College environment	In-depth understanding of the College’s vision and mission, and Strategic Management Plan as it pertains to the position.
Stakeholder service	Demonstrates an empathic, effective relationship with students, parents, colleagues and members of the wider College community, and provides a high quality, timely service that satisfies their needs.
Confidentiality	Demonstrates an appreciation for the sensitivity associated with the work of the position, and respects at all times, the confidentiality of information and documents to which one has access in the course of, or arising from, employment with the College and the performance of the position.  Exercises discretion with sensitive issues.
Initiative	Shows resourcefulness, creativity and self-reliance in undertaking tasks and tackling problems, and works with minimal supervision/guidance.
Adaptability	Copes with changing circumstances, adopts flexible approaches to different situations and problems, and is open to continuously improving methods of completing tasks.

	Behavioural statements
Organisation and time management (including multi-tasking)	Prioritises and organises tasks, and meets the changing demands of the position in a timely manner.
Communication (oral and written)	Writes and listens effectively, logically, and responds to others in a tactful and courteous manner, modifying communication to take into account various people's needs, particularly students and staff.
Team work	Attitudes and actions take the rest of the team into account, and contributes to team performance and team morale.
Computing/equipment	Demonstrates high-level skills in word processing, spreadsheets (for analysis), and database management, as applicable to the position.

### **Industrial award**

- The position is governed by the *School Support Staff (Catholic Independent Schools) (State) Award 2005 (“the Award”)* as amended or superseded, and the *St Aloysius’ College, Milsons Point School Support Staff Enterprise Agreement 2008* as amended or superseded.
- Two key provisions of the Award pertaining to the position are as follows:
  - position is classified under the Award as Level 4; and
  - position is required to work 48 weeks of the year.

### **Special requirements**

The position shall, as required –

- attend out-of-school hours functions, events and activities related to the position’s responsibilities, which will involve work during evenings and on weekends; and
- participate in an active schedule of visits and solicitations to existing and prospective donors to achieve established income generation goals of the College. Intrastate and interstate travel may be involved.

### **Selection criteria**

#### Knowledge

*Demonstrated* knowledge of:

- the mission and values of the Catholic Church;
- (*Desirable*) the school environment (including: economic, political, and social issues) and school operations;
- (*Desirable*) giving programmes/methods, especially planned giving, pledge and capital campaigns, and annual giving appeals, and the issues associated with them; and
- OH&S principles and practices to ensure work is conducted in a safe manner.

## Skills

***Demonstrated*** ability in:

- stakeholder relationship building and management, particularly with cultivating and maintaining donor relationships;
- using initiative (working with minimal supervision/guidance), adaptability and team work;
- customer service approach to problem solving;
- listening, and through foresight and applying analytical and problem-solving skills, making judgements and recommendations for handling matters;
- applying a methodical approach to work, with a key focus on follow-through;
- organisation and time management;

*(Project management skills will be well regarded.)*

- effective communication (oral and written) and mature interpersonal skills, particularly modifying style and approach to meet the needs (and understandings) of various people, examples: students, parents/guardians, Old Boys and their families, and organisations;
- maintaining confidentiality and exercising discretion with sensitive issues;
- effective and efficient conflict resolution;
- computer usage, with word processing, spreadsheets, database management and presentation packages, as applicable to the position; and
- *(Desirable)* analysis following major fundraising events and programmes (fundraising events, Annual Fund, major capital appeals etc).

## Experience

***Demonstrated*** **successful** experience in:

- event planning/organisation and management;
- monitoring budgets associated with campaigns and events;
- *(Desirable)* marketing, customer service or public relations work;
- roles involving significant organisation and wider community connection and liaison; and
- working with, and supporting people from diverse backgrounds.

*(Previous successful interaction with senior people in the private and commercial sectors will be well regarded.)*

### Qualifications

- (*Desirable*) Relevant post-Secondary qualifications in marketing, public relations, or Fundraising.

### Other

- Be well groomed and well spoken; and
- Have a sense of humour, patience, inner drive and determination, and courage.