



COMMUNITY AND ALUMNI RELATIONS MANAGER

Applications close : 29 April 2022

St Vincent's College is a dynamic day and boarding college for girls from Years 7 to 12, located on the city fringe and convenient to public transport.

The College is seeking a Community and Alumni Relations Manager to commence as soon as possible in Term 2, 2022. This can be negotiated.

Essential

- Relevant degree and/or equivalent experience in public relations, communications or related field.
- 4-5 years' demonstrated experience in co-ordinating strategic and innovate alumni relations programs or other transferrable experience in strategic relationship management.
- Excellent organisation, planning, problem solving and event management skills, with the ability to use initiative.
- Significant experience managing relational databases, with strong analytical database skills, including the production of high quality reports.
- Demonstrated ability to build relationships and rapport, and to gain respect and support with diverse individuals and groups.
- Excellent verbal and written communication, presentation and interpersonal skills, with the ability to work collaboratively with colleagues, alumni, other stakeholders, and the wider community.
- Sound administration skills along with budgeting and costing experience.
- High attention to detail with demonstrated ability to manage multiple complex projects concurrently.
- Experience in managing and implementing a CRM database, such as Edumate, Synergetic, Blackbaud or Potentiality.
- Ability to work independently and within a team.
- Commitment to the College's Mission, Vision and Values.

Desirable

- A solid understanding of the environment in which Independent Girls' Catholic schools operate.
- Membership of Educate Plus, Council for the Advancement and Support of Education (CASE), or a similar professional educational advancement membership organisation.

This role will require the ability to attend meetings, events, professional development and other activities outside of standard business hours.

Child Protection Legislation requires employees to provide the registration number and clearance in accordance with current legislation.

COVID : St Vincent's College requires all employees to be fully vaccinated against COVID-19 and comply with all current Public Health Orders.

Applications to : principalspa@stvincents.nsw.edu.au with Application for Employment Form (from the website), Application letter, Academic qualifications, WWCC details, Vaccination details, name and contact details of three referees