


POSITION DESCRIPTION

POSITION:	Advancement Manager	
STATUS:	Permanent	
TIME:	Full-time with four weeks' annual leave	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life. Key to the achievement of this vision is the school’s strategy of attracting and retaining the best people.	
VALUES	<ul style="list-style-type: none">• Progress with vision, integrity, and love.	
LINE MANAGEMENT:	<ul style="list-style-type: none">• Reports to the Executive Principal or Designee• Line manager for various roles as the advancement structure is developed	
KEY RELATIONSHIPS:	<ul style="list-style-type: none">• Executive Principal and Senior Executive Team (Junior, Middle and Senior School Principals)• Head of Brand, Communications and Community Relations• Director of Business Services• KFF (Kristin Family and Friends) representatives• Kristin community – students, parents, staff• Sponsors, Partners, Donors, Alumni, and Kristin supporters• Marketing team• External vendors and suppliers.	
SALARY:	Negotiated	
JOB PURPOSE	The purpose of the Advancement Manager is to plan and implement the Advancement strategy for Kristin School in line with the school’s strategic plan to promote a culture of philanthropy within the wider Kristin community. The Advancement Manager is responsible for overseeing the core functions of donor, community and corporate partner relationship management and stewardship, fundraising and the Kristin Foundation.	

	The Advancement Manager is the secretary of the Board of Governors' Advancement subcommittee. The Advancement Manager leads the Kristin Fundraising Committee and works collaboratively with members of the Kristin community to implement the Advancement strategy.
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Accountabilities	Responsibilities & Expectations	Performance Indicators
Leadership	<ul style="list-style-type: none"> • Provide leadership, advice and support for the school's key Advancement functions in line with the strategic plan. • Make decisions in accordance with the school's delegations of authority. • Lead and model behaviours in a way that articulates, supports and furthers the school's strategic vision. • Appreciate, respect and affirm others and work effectively with all stakeholders to create a positive and collaborative school culture. • Represent the school and participate as a member of internal and external committees and organisations. 	<ul style="list-style-type: none"> • Annual Advancement plans and goals are met. • The Executive Principal is satisfied with the reports and information they receive on a consistent and timely basis. • All decisions made were in line with the school's delegated authorities. • Evidence of demonstrating appreciation, respect and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture. • Represented the school professionally in relevant organisations and committees.
Advancement	<ul style="list-style-type: none"> • Develop and implement annual Advancement plans in collaboration with key stakeholders. • Develop and maintain best practice policies and procedures for the Advancement function. • Work with the Community Relations team to plan and implement Advancement initiatives. • Represent the school at key community events. 	<ul style="list-style-type: none"> • The development of annual plans is endorsed by senior school leadership. • Outcomes in annual plans are implemented on time and within budget. • Monitoring and evaluation of plans is conducted throughout the year to ensure a focus on continuous improvement.
Fundraising	<ul style="list-style-type: none"> • Develop and maintain the school's fundraising programme to deliver agreed targets, including: <ul style="list-style-type: none"> –Bequests –Partnerships/Sponsorships 	<ul style="list-style-type: none"> • Fundraising programmes are developed with the support of the senior school leadership. • Fundraising programmes meet targets and are implemented on time and within budget.

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	<ul style="list-style-type: none"> -Major gifts -Capital campaigns -Giving Days • Work with the Marketing team to develop marketing materials for campaigns and events. • Provide regular reporting to senior school leadership and the Board on key KPIs. 	<ul style="list-style-type: none"> • Regular measurement and reporting is conducted to ensure a focus on continuous improvement. • Opportunities to increase fundraising income are identified and documented for the senior school leadership to consider.
Donor stewardship	<ul style="list-style-type: none"> • Oversee stewardship of donors, including relationship and recognition management. • Implement processes and ensure systems are accurately maintained in order to manage key relationships. • Prospect research and identification. • Compile and manage briefings and meetings with the Executive Principal. 	<ul style="list-style-type: none"> • Stewardship outcomes are achieved on time and within budget. • Regular reporting of stewardship programmes is maintained to ensure a focus on outcomes and continuous improvement.
Partnerships and sponsorships	<ul style="list-style-type: none"> • Implement a partnership review and develop guidelines for general and specific initiatives. • Ongoing partnership relationship and benefit management. • Pursue strategic and creative relationships with sponsors/partners that are mutually beneficial and are aligned with the school's values and brand. • Create 'value add' opportunities for students and the community through partnerships. 	<ul style="list-style-type: none"> • Sponsorship guidelines are endorsed by senior school leadership and implemented. • Business partnerships have had a positive impact on the delivery of the school's strategic vision. • Opportunities to increase sponsorship income are identified and documented for the senior school leadership to consider.
Foundation	<ul style="list-style-type: none"> • Develop and support the school's Foundation in coordination with the Executive Principal and Board of Governors. 	<ul style="list-style-type: none"> • The Foundation is developed and maintained, and is aligned with the strategic direction of the school. • The Executive Principal and Board of Governors have a comprehensive understanding of the

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	<ul style="list-style-type: none"> Support the Foundation Governance in the role of secretary for the Foundation and provide reports to the Executive Principal and the Board as agreed. 	<p>Foundation and receive regular reports and updates as to activities and results.</p>
Health and Safety	<ul style="list-style-type: none"> Facilitate a safe and supportive work environment by ensuring compliance with the school's policies, procedures and legislative requirements. Ensure all practicable steps are taken to keep staff, students and parents safe while on the school grounds or participating in school activities. 	<ul style="list-style-type: none"> Evidence of compliance with the school's policies, procedures and workplace health and safety legislative requirements. Evidence that all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events.
Other	<ul style="list-style-type: none"> To positively support the character and values of Kristin School. Attend staff meetings as required. Be actively involved in the life of the School, including community events, functions and promotional activities as required. Other duties as requested by the Executive Principal or Designee. 	<ul style="list-style-type: none"> Evidence of attendance at all Staff meetings. Evidence of participating in School events, functions and activities as required. Agreed activities and tasks are carried out to a high standard in line with school procedures and guidelines, and enhance the reputation of Kristin School.

Key Selection Criteria
<p>Qualifications, Training & Experience</p> <p>Preferable:</p> <ul style="list-style-type: none"> • Demonstrated knowledge and success in philanthropic or not-for-profit fundraising and/or corporate partnerships. • Proven ability to build and sustain relationships with a diverse range of stakeholders. • Strategic thinking, project management and organisational skills. • Relevant tertiary qualification. • Recent National Police Vetting Check (with results considered satisfactory by the school). • A record of success in a leadership, management or senior position within a charitable trust or not-for-profit.
<p>Attributes and Skills</p> <ul style="list-style-type: none"> • Demonstrates an affinity with and preference for collaboration in working with school stakeholders. Is consultative in an efficient and productive way. • Experience as a people manager who is able to enthuse, inspire and guide staff. • Excellent interpersonal skills and the ability to establish credibility and develop and maintain effective relationships with stakeholders from diverse backgrounds. • Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work, and managing multiple tasks. • Well-developed problem-solving skills and proven experience in creating solutions. • Ability to translate strategic plans and thinking into operational plans and priorities. • Outstanding verbal and written communication skills. • Demonstrated personal resilience, including the ability to work in a demanding role. • A high degree of professional judgement and confidentiality. • A genuine interest and willingness to engage in professional development and learning opportunities. • Knowledge of budgetary and financial management processes.