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**JOB DESCRIPTION**

**Position:**           **CHS Foundation Advancement Manager**

**Responsible to:**          Principal

**Tenure:** Permanent, full time

**Functional** SLT aligned with the CHS Foundation

**Relationships:** External: The Cashmere High School Foundation Chair and Trustees

External: Alumni

            Foundation Engagement Officer  
 Foundation Database Officer  
 CHS Executive Officer  
 CHS Communications Officer

**Key Purpose:**

To provide stewardship of the Cashmere High School Foundation and lead the effective development of fundraising and events to implement the Foundation’s strategic priorities.

This role is being established to support the Cashmere High School to build and catalyse an alumni community which supports the school to be enriched and thrive into the future.  It provides critical support to the long-term vision of developing a connected school community and alumni which enriches the school by gifting time, talent and funding.

**Key tasks and responsibilities:**

* Develop a programme of fundraising and income generation through our connected community to achieve agreed fundraising targets.
* Develop and execute a strategic plan
* Oversee the Foundation team (Engagement and Database officers)
* To achieve a connected community of current students, past students and stakeholders.
* Enhance the reach and frequency of our communication and engagement programme.
* Co-create a regular programme of key alumni engagement events.
* Oversee the marketing and communications for the Foundation
* Develop and maintain written procedures and documentation as required.
* Maintain confidentiality of all records.
* Manage an approved budget.
* Perform related duties consistent with the scope and intent of the position.
* Attend Foundation meetings.
* Update the Principal on any matters needing attention.

**Salary and Conditions of Employment**

This position is covered by the Support Staff in Schools Collective Agreement (SSCA) and is classified Grade 5-6 under Administration Support Staff Remuneration.  Commencing salary will depend on qualifications and experienc**e.**

**Health & Safety**

* Cashmere High School has robust Health and Safety practices; we take health, safety and wellbeing very seriously.
* You must comply with current Health and Safety legislation, regulations and guidelines, organisational policies and procedures.

**Personal Attributes**

* Highly effective written, oral, interpersonal and presentational skills.
* Highly self-motivated and directed.
* High level of trustworthiness and integrity
* A systematic thinker with proven analytical and problem solving skills
* Ability to attend to detail and follow tasks through to completion.
* Ability to effectively prioritise and execute tasks.
* Ability to build and maintain sound, professional, and effective relationships with a range of colleagues, sponsors, donors and other stakeholders
* Ability to push horizons, where improvements can be made, to find more effective mechanisms and tools.