

JOB DESCRIPTION

REFERENCE NUMBER: AP570

JOB TITLE: Head of Advancement: St John's College

LOCATION: Johannesburg

JOB DEFINITION: This is a new position created to bring SJC into financial standing like those of other Anglican Schools and to create a significant 'war chest' of circa R125 million by 2023, a time when SJC will be celebrating 125 years of its existence.

Of legal necessity, the Head of Advancement falls under SJC's infrastructure and is independent of the Foundation. The new incumbent will report directly to the Executive Head and is a member of the Senior Management Team.

Key Responsibilities include:

- Fulfilling a key role within the SJC's by planning, guiding, executing and evaluating efforts of the school. This responsibility will include oversight of admissions, fundraising, alumni affairs, marketing, communications and public relations, community projects and event planning.
- Provide leadership, vision and direction to the fundraising efforts of the school, including overseeing the planning and effective implementation of any capital campaigns or project related fundraising.
- Support and guide the Executive Head and Council, on major fundraising efforts and initiatives.
- Manage and support the staff of the Advancement Office.
- Build relationships with donors, parents, alumni, staff, volunteers and other constituents to cultivate donor support and achieve SJC's fundraising goals.

While positioning SJC and its brand in the minds' eye of all current stakeholders, it will encourage all big corporate organisation to recognise the history and

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strategic importance of SJC going forward, even if they have not previously been affiliated with the College – an objective to create new sources of revenue or similar support. To engender a culture of 'giving back' by Old Johannians.

INHERENT CRITERIA:

- B degree in a relevant field.
- 5+ years of successful frontline fundraising experience and demonstrated management and leadership skills is preferable.
- Proven track-record of leading high-performance teams.
- An understanding of the independent school sector.
- Excellent interpersonal and intellectual communications skills, with the ability to work well in multi-cultural environments and diverse constituencies.
- Excellent oral and public presentation skills.
- Strong written communication and research abilities.
- Strong aptitude for developing and managing budgets and preparing financial reports.
- Technical savviness and experience with CRM databases.
- Ability to work independently, flexibly and cooperatively.
- A willingness to go the extra mile.
- A police clearance certificate.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **AP570** to Genevieve Michel c/o headadv@talenting.co.za