

**PERSONAL ASSISTANT TO
DIRECTOR OF MARKETING & BUSINESS DEVELOPMENT**

JOB DESCRIPTION

The Personal Assistant is responsible for providing assistance to the Director of Marketing and Business Development, including day-to-day operations of the Development Office, ongoing fundraising initiatives, projects and events; as well as providing support to the School community and Support Groups.

Responsible to: Director of Marketing and Business Development

Main Duties:

1. Administrative Operations

- Manage the Director of Marketing and Business Development's automated diary of appointments
- Produce agenda and minutes of regular department meetings
- Collate relevant information for documents and reports
- Compile, proof-read and send correspondence on Director's behalf
- Prepare, manage and format communication and correspondence for the Department
- Proof-read documents to ensure accuracy of content and presentation
- Answer or re-direct phone calls, emails and enquiries as point person for the department/take messages
- Ensure Development section and projects are maintained on School Intranet
- Ensure Development events are updated on the College calendar
- Ensure Development Policies and Procedures are up-to-date

2. Assist Director of Marketing with Fundraising

- Assist with fundraising campaigns through database research, mail-out correspondence presentations and public relations activities
- Track and update pledge and donation commitments for major campaigns and ensure accuracy of all pledge-related correspondence, including producing receipts
- Update and maintain the school database, Synergetic, of donor details for the creation of reports using Excel Query

3. Community Relations and Support Groups

- Assist with the organisation and implementation of special events and annual functions and events including Speech Night, Year 2 luncheons and Supporters' Thank You function
- Assist Support Groups to promote events to School community via event publications, responding to enquiries, promotional material
- Assist in the development of Support Group intranet and liaise with representatives regarding technical issues
- Organise and take minutes for Apparel Committee meetings
- Create and monitor events for Support Group and the School on Trybooking
- Send reports from Trybooking to event organiser

- Organise transfer of funds from Trybooking to Scotch College
- Assist with co-ordinating Year 12 Leavers Jumper project to obtain a garment in line with the School branding within allocated timeframe/process orders and obtain permission emails from parents
- Assist with ‘Clan’ magazine and other publications and programmes as required.

4. Admissions

- Assist the Director of Marketing and Business Development with coordination of promotional days such as Open Day and Orientation Day
- Coordinate operations for all Field Days and Expos (involving Head of Boarding)
- Provide support to Admissions as required.

5. Manage staff, student and family issues confidentially and diplomatically on the Executive’s behalf

- Respond to personal, telephone, mail and email enquiries
- Answer and respond to enquiries, and follow up when necessary
- Research and respond to enquiries where required
- Print and file relevant documents and correspondence as appropriate

6. Other Duties

- Work with other Development Office personnel to ensure a harmonious environment
- Other duties as may be assigned

Skills and Abilities Required:

- Experience in a similar role highly desirable
- Experience in Microsoft Office including Word, Excel and Powerpoint
- Experience with Synergetic School software an advantage, but not essential
- Advanced organisational skills
- Exceptional relationship building and interpersonal skills
- Attention to detail- proof reading and editing abilities
- Excellent written and oral communication skills
- Ability to take minutes at meetings
- Ability to exercise good judgement and maintain confidentiality
- Ability to work as a part of a team
- Ability to work under pressure and adhere to deadlines
- Ability to work autonomously to complete tasks
- Flexibility to support the team with several events throughout the year

General conditions

- 4 weeks pro-rata annual leave
- This is a 20 hours per week, Monday to Friday part-time position

- Conditions as per the Independent Schools Administrative and Technical Officers Award and Enterprise Agreement.