



## KEARSNEY COLLEGE

*Founded in 1921*

### FOUNDATION CO-ORDINATOR

#### Kearsney Foundation Office

This is a full time, front-line position to support the Foundation Director to build relationships, attract and secure new sponsors and donors while co-ordinating the entire fundraising cycle to raise donor funds for bursaries, capital and the endowment fund. The applicant should be able to plan effectively and to run all aspects of eventing independently. This position will report to the Foundation Director and is effective 01 November 2018.

The ideal candidate for this position must:

- have a diploma, ideally in Public Relations, Fundraising or Administration;
- have a proven fundraising track-record;
- be confident, professional, friendly and helpful and be able to relate to people at all levels;
- have excellent communication skills;
- have professional writing skills and be able to compose well-written appeals, articles and reports suitable for external and internal publication;
- be proactive, innovative and be able to work independently;
- be proficient in Microsoft Office (Excel; Word, PowerPoint and Outlook) and experience with mail merges, bulk emailing, social media and website updating;
- be a meticulous administrator with the ability to be responsible for the entire administrative duties pertaining to this role;
- have experience in effectively planning and organising events such as cultural events and large-scale sporting events independently. The incumbent will also be required to source sponsorship for these events;
- be prepared to work after hours and on weekends when necessary as the nature of this role is such that flexibility in this regard is required;
- perform *ad hoc* duties as required;
- have at least five years working experience.

Interested candidates should please apply in writing to the Resources Manager, Val Dixon,  
on [vacancies@kearsney.com](mailto:vacancies@kearsney.com) by Tuesday, 23 October 2018.

Should you not receive any communication from us by 31 October 2018 please accept that your application has not been successful.

[www.kearsney.com](http://www.kearsney.com)