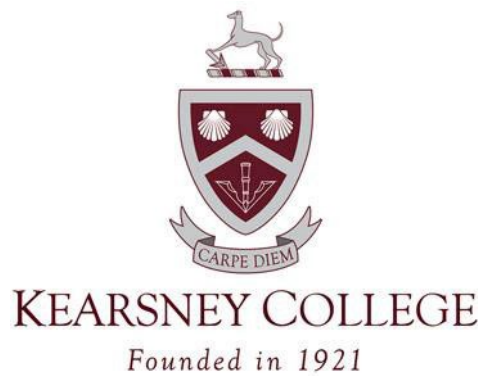




Alumni Relations and Digital Media Coordinator

This role focuses on strengthening relationships and strategic partnerships with Kearsney College Old Boys (KCOB) and key stakeholders, alongside providing dedicated administrative support to the KCOB.

KEY RESPONSIBILITIES

Kearsney College Old Boys:

- Lead the full spectrum of administrative, secretarial and financial reporting functions for the Kearsney College Old Boys (KCOB);
- Plan, coordinate and deliver high-impact events and functions that strengthen alumni connection and community;
- Design and implement a comprehensive engagement strategy to build and nurture relationships across the Old Boys network and with key stakeholders;
- Identify and execute strategic opportunities to enhance alumni engagement, including the establishment and growth of KCOB branches and networking platforms;
- Align KCOB initiatives with the broader objectives of the Advancement Office to drive shared value and impact;
- Lead the development and execution of integrated communications, social media and digital marketing strategies;
- Create compelling content and visual assets, including graphic design, to strengthen engagement and brand presence;
- Manage and continuously enhance the KCOB website as a key engagement platform;
- Build, maintain and optimise the KCOB database and CRM systems, leveraging data insights to inform strategy and improve engagement outcomes;
- Drive brand management, ensuring consistent alignment with Kearsney College standards and values across all platforms and communications.

Kearsney Advancement:

- Develop impactful sponsorship and fundraising proposals to support Foundation initiatives;
- Plan and execute digital media campaigns and manage content archives;
- Create engaging visual and written content to strengthen brand storytelling;
- Manage the Kearsney Foundation website and social media platforms;
- Deliver clear and effective stakeholder communications.

PREFERRED QUALIFICATIONS, SKILLS AND EXPERIENCE

- Relevant qualification in sales, marketing or communications;
- 3+ years' experience in a similar role;
- Event and social media management experience;
- Proven strong design and copywriting skills;
- Database management experience;
- Excellent written, verbal and interpersonal skills;
- Basic bookkeeping knowledge (Pastel advantageous);
- Proactive, reliable and results-driven;
- Team player with flexibility to work evenings/weekends.

Interested candidates should apply in writing by submitting a curriculum vitae to vacancies@kearsney.com, with the position title in the subject line.

Closing date: 29 June 2026

Kearsney College reserves the right not to make an appointment. Applications do not guarantee an interview. Only shortlisted candidates will be contacted. If you do not hear within 21 days, please consider your application unsuccessful. By applying, you consent, in terms of POPIA (Act 4 of 2013), to the use of your personal information for this vacancy; the information of unsuccessful applicants will be destroyed once no longer required.

www.kearsney.com