

POSITION DESCRIPTION

Title	Development Data and Systems Co-ordinator
Organisation unit	Development
Award / Agreement	By Agreement
Reports to	Director of Development
Work location	201 Forest Street, Wendouree, Victoria 3355, and other locations as required

1. ABOUT BALLARAT GRAMMAR

Ballarat Grammar is one of regional Australia's leading co-educational schools with a proud history dating back to 1877 and a flourishing community of over 1,800 students from 6 months to Year 12, including around 270 boarders.

With three campuses, an extensive range of first-class facilities and a range of challenging and diverse programs, we provide rich opportunities for our students to learn to thrive.

The 'essence of Grammar' is based on wellbeing. Steeped in the Anglican tradition, we invest our values and focus in preparing our students to develop into positive and resilient individuals intent on establishing their own pathway in the world.

We want our students to graduate with a deep understanding of the world and of the people in it. As an active member school of Round Square our students are supported to take on challenges that demand courage, generosity, imagination, principle and resolution.

We take tremendous pride in maintaining a dedicated team of staff and we seek to employ people of the highest calibre. Our experienced Board of Directors is committed to ensuring all students are provided with the very best opportunities and potential for growth.

2. ABOUT BALLARAT GRAMMAR FOUNDATION

The Ballarat Grammar Foundation was established in 1981 as the organisation through which financial support for the School is directed and funds distributed.

The role of the Foundation is to plan and ensure that the vision for the School continues into the future for many generations to come by assisting with the provision of Scholarships and Bursaries and the funding of capital works for facilities over and above what is provided by School fees and government grants.

3. CHILD SAFETY AND WELLBEING COMMITMENT

Ballarat Grammar maintains a zero-tolerance approach to all forms of child abuse and actively implements measures to identify and manage any risks of harm to students within our school environment. The care, safety and wellbeing of children and young people are central and fundamental responsibilities of the School.

We are firmly committed to fostering a child-safe culture that provides an environment where students are safe and feel safe, where their participation is valued, their views respected, and their voices heard in decisions that affect their lives. Ballarat Grammar values diversity and strictly prohibits any racist or discriminatory practices.

All members of our school community share the responsibility to care for children and young people by promptly raising any concerns regarding their safety, promoting their wellbeing, and protecting them from all forms of harm or abuse.

As a Child Safe Organisation, employment with Ballarat Grammar is subject to current and satisfactory:

- National (and international, where relevant) police check, and
- Working with Children Check, and/or
- Victorian Institute of Teaching registration

4. BALLARAT GRAMMAR VALUES

With its Christian ethos and heritage of liberal education, the School promotes the following values in all of its endeavours;

Integrity

We act morally and ethically, seeking the truth and treating others with consideration and respect.

Aspiration

We pursue excellence, in learning and in life.

Courage

We seek justice and the common good, leading with humility and persevering in adversity.

Compassion

We show kindness and embrace diversity, committing to global awareness and understanding.

Responsibility

We take responsibility for our actions, serving our communities and acting as stewards of the environment.

Hope

We share times of joy and live with hope in life's challenges, ever grateful for the richness of human experience.

For those to whom much is given will much be required – Luke 12:48

5. POSITION PURPOSE

The key focus of this role will be to manage and analyse the databases and systems for all key stakeholders for the Development team, and to nurture positive and engaging relationships with alumni, donors and the broader Ballarat Grammar community.

6. ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Development Ultimately, all positions report to the Headmaster
Direct Reports:	Nil
Internal Relationships:	Ballarat Grammar Admissions team Ballarat Grammar Marketing team Ballarat Grammar Finance team Other Ballarat Grammar staff Other Foundation staff Other BGS Educational Services staff
Other relationships:	Students Families of students Old Grammarians, and their families President of the Ballarat and Queen's Old Grammarians Association (BQOGA) BQOGA Executive committee Ballarat Grammar Foundation External contractors

7. KEY RESPONSIBILITIES

Database Management

- Co-ordinate the cleansing and management of the School's current stakeholder databases in a range of systems, including Synergetic, Trybooking, Mailchimp, etc.
- Co-ordinate the creation and management of "lost lists" for a range of past stakeholders, such as Old Grammarians and their families, and past staff.
- Co-ordinate various strategies to re-engage past stakeholders, including engaging stakeholders from similar geographical areas etc.
- Proactively contact stakeholders to ensure data and information is correct and current, ensuring privacy and confidentiality standards are maintained.
- Develop and produce a variety of reports and lists from relevant databases (eg. Synergetic).
- Take a lead role representing the Development team for the review and migration of a new database management system.
- Applying Artificial Intelligence (AI) to analyse, interpret, and derive insights from complex datasets, including the ability to identify trends, and support data-driven decision making.
- Apply AI tools and techniques to analyse and interpret data for actionable insights.

Database Analysis

- Analyse and profile donors and relevant stakeholders, to inform future events and/or fundraising activities.
- Analyse Old Grammarian information and demographics (locations, professions, etc), to guide future events and engagement activities, such as reunions, gatherings, etc.
- Research trends in fundraising and giving campaigns alongside demographics of current and future stakeholders to ensure alignment of fundraising activities.

Administration

- Update information in systems i.e. Synergetic, TryBooking, Mailchimp etc.
- In collaboration with the Development team and Marketing team, assist with the development of a communication strategy, to ensure maximum exposure of the Schools's marketing activities.
- Develop and disseminate reports relating to Annual Giving campaigns, Major Gifts, Named Scholarships, Bequests, etc.
- Process the full range of donations and Bequests to the Foundation, including liaising with Finance staff, processing receipts, etc.
- Prepare relevant documents and reports for the Director of Development.

Stakeholder Engagement

- Develop positive and collaborative working relationships with a variety of stakeholders across the School.
- In collaboration with the Development team, build a community of long-term supporters of Ballarat Grammar.
- Assist with the delivery of key alumni events, such as reunions and gatherings, when required.
- Assist the Alumni Events Coordinator as a point of contact for alumni seeking a broad range of information about the School, when required.
- Assist with the co-ordination of the Annual Giving campaign, which provides opportunities for the wider School community to philanthropically support the School.
- Other duties as required.

8. PERSON SPECIFICATIONS

Qualifications and Certificates

- Relevant qualification in Data Management, desirable.
- First Aid Certificate, including CPR, Anaphylaxis and Asthma Management

Knowledge and Experience

- Significant experience with data management programs and software.
- Experience analysing data and predicting trends and innovations.
- Understanding of general marketing and communication principles.
- Knowledge of Artificial Intelligence (AI) applications to analyse and interpret data sets, with the ability to translate findings into meaningful insights.

Skills and Attributes

- Ability to demonstrate and authentically promote Ballarat Grammar's values.
- Ability to maintain confidentiality, to the highest level.
- Ability to actively adhere to and promote the School's Student Safety and Wellbeing Standards.
- Exceptional Information Technology skills including database management.

- Exceptional attention to detail, administration and organisational skills.
- Strong time management skills, with the initiative and ability to self-manage and set priorities to meet deadlines.
- Excellent communication and interpersonal skills and the ability to build rapport with diverse stakeholders.
- Integrity and trustworthy when dealing with confidential and sensitive information and issues.
- Proven capacity to work on multiple projects simultaneously with competing deadlines and multiple stakeholders.
- Ability to work cooperatively and positively as a member of a team.
- Demonstrated ability to be flexible, patient and show initiative.

Accountability

- Undertake work and duties under limited direction and with integrity.
- Work to timeframes and within relevant delegations of authority.
- Actively engage in reflective practice and a culture of continuous learning and development.
- Participate in supervision with your responsible manager and actively lead your own professional development in line with the organisational objectives and those set with your manager.
- The Headmaster and Director of Development are available for guidance and advice.

This position is subject to review and may change in accordance with Ballarat Grammar's operational, service and consumer requirements.

APPOINTED EMPLOYEE:

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description:

Full Name: _____

Signature: _____

Date: _____