



MLC

Methodist Ladies' College Position Description

Position:	Alumnae Relations Co-ordinator
Reports to:	Director of Advancement
Department:	Community Engagement
Date:	April 2022

Primary Purpose

In consultation with the Director of Advancement, develop, implement and promote:

- a) **Alumnae engagement and relationship building** – develop and implement a long-term comprehensive strategy in order to build deep strong supportive relationships amongst MLC alumnae
- b) **Alumnae contacts and communications** – oversee the integrity of alumnae contact data and assist with the development of a regular communications program to improve contact with alumnae and support engagement
- c) **Alumnae events and activities** – support the reunion program and use insights from alumnae to develop other events which promote active engagement
- d) **Old Collegians' Club (OCC) and other entities** – support the development of positive and mutually relevant relationship development with these key entities
- e) **Philanthropy** – promote a culture of philanthropy amongst alumnae; make a positive contribution to alumnae giving and stewardship programs

Position in Context

Methodist Ladies' College is one of Australia's most respected and innovative schools, with over 2,000 students from our Early Learning Centre (MLC Kindle) to Year 12, including international students and boarders. It has a diverse community, including more than 30,000 alumnae, approximately 1,800 current families and many hundreds of friends of the College.

The Advancement Office seeks to advance the College through friends and funds. It supports and works with the MLC Foundation, Old Collegians and the Parents' Association in their activities, programs and events in order to build a connected, informed, engaged MLC Community. The Office

manages all College fundraising activities including stewardship, annual and regular giving, bequests, major gifts and campaigns and ensures all programs meet the high standards and brand expectations of MLC. It works to build and nurture a culture of philanthropy within the MLC Community. The Office also manages the College's archival collection.

The Alumnae Relations Co-ordinator reports directly to the Director of Advancement and works to develop and implement a diverse friend-raising and outreach program with the College's alumnae in order to build and sustain positive community relations. Annual KPIs will be set for this role around alumnae engagement, communication, data integrity, event attendance and support for the OCC.

Key Contacts

Internal

- Director of Advancement
- Associate Director –Advancement
- Advancement Team
- Community Engagement Team
- MLC staff

External

- Old Collegians' Club
- Convenors of OCC Branches
- Alumnae and Community Groups

Major Duties and Responsibilities

a) Alumnae engagement and relationship building

- Act as the central point of contact for alumnae in their relationship with MLC
- Promote strong relationships with our alumnae
- Actively engage with alumnae through a pro-active program of communication, events, outreach and meetings
- Use tools such as formal and informal surveys, regular outreach and the like to keep well informed of alumnae needs and interests in order to build a strategy that is continuously refreshed and relevant to MLC alumnae

b) Contacts and Communications

- Actively seek and record on the College's database all appropriate alumnae information (from reunions, events, meetings, interactions, research, etc.)
- Seek and maintain current contact details of alumnae on the College database
- Develop strategies to identify alumnae links, personal relationships and interests and design programs appropriate to alumnae of varying age groups /locations/ professions /etc.

- Edit reunion profiles submitted for the compilation of reunion books following each reunion
- Together with the Director of Advancement, work with the Marketing & Communications team to devise and implement a range of activities including website, social media, e-news, eDMs, etc. to strengthen communication and outreach
- Collect, collate and edit information for inclusion in MLC's community magazine, *The Star*
- Identify and maintain a list of notable alumnae and career speakers
- Develop and implement strategies for connecting with 'lost' alumnae

c) Events and activities

- Working with the Advancement team, organise and manage the data for compiling class lists etc, and attend as required the reunion program for our alumnae
- Work collaboratively with all Advancement staff to plan, deliver and evaluate a range of events for parents, alumnae, prospects and donors
- Manage Fitchett Chapel bookings for services and celebrations involving alumnae
- Work with the Director of Advancement and the Advancement team to develop, organise and implement functions, programs and activities relating to our Community designed to expand and strengthen the connection between the College and its alumnae

d) OCC (Old Collegians' Club) and other entities

- Build and maintain a good working relationship with OCC
- In consultation with the Director of Advancement and Associate Director – Advancement, attend relevant MLC meetings as required
- Liaise with Convenors of the College's various alumnae branches as appropriate
- Support the planning and implementation of Old Collegians' Club events and programs

e) Philanthropy

- Build with alumnae a keen interest in, and a willingness to, support the College and its future
- Provide regular feedback, advice and recommendations to the Director and Associate Director Advancement with respect to alumnae who have an interest in and/or the potential to support the College philanthropically through gifts and bequests
- By strengthening the number and depth of relationships, increase the number of alumnae who become donors to the College
- Actively steward alumnae donors through phone calls, written communications, face-to-face interaction and other ways to promote, celebrate and increase alumnae philanthropy
- Support the Director and Associate Director Advancement to identify, and where appropriate, be involved in the cultivation of donors
- Undertake alumnae research as required by the Director of Advancement

f) Other

- Collaborative team member, including reporting and sharing of relevant information with the Director of Advancement and Associate Director – Advancement, in relation to members

of the MLC Community who may have an interest in and/or potential to support the College philanthropically through gifts and bequests

- Liaise with College caterers, Property, AV and others to ensure venues are booked and associated equipment, security and logistics are in place
- Liaise with internal and external contractors, as appropriate, to ensure efficient and effective running of events
- Other *ad hoc* duties as required

Person Specification

Essential Criteria (skills, qualifications, knowledge and experience)

- Demonstrated expertise in relationship building
- Ability to work independently and as a member of a team
- Excellent oral and written communication skills
- Previous experience with alumnae relations, community engagement or events
- Discretion and reliability for confidentiality in the conduct of alumnae and community business
- High level of technical competence in MS Office, particularly Word and Excel, and with email, internet and databases
- High level attention to detail and accuracy of work
- Demonstrated ability to deliver projects within required timeframes
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Experience working in an educational environment
- Experience in database management
- Emotionally mature with a good sense of humour and the flexibility and sensitivity to work with diverse personalities and a range of alumnae
- Self-starter with high personal standards for work quality
- Ability to embrace new ideas and change

Weekend and evening work will be required in relation to various aspects associated with this position.

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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