



## ROLE DESCRIPTION OF DIRECTOR OF ALUMNI RELATIONS

### 1. ROLE PURPOSE

The Old Knox Grammarians' Association is one of Australia's largest and most active alumni networks, with more than 12,000 members of all ages, from all walks of life, situated right around the world.

The Director of Alumni Relations is responsible for the growth and development of the alumni community of Knox Grammar School and leading the OKGA to implement a range of programs and services for Old Boys of Knox Grammar School.

The Director of Alumni Relations works as a member of the OKGA Team which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the OKGA team is to deliver a broad range of services to support the OKGA and the School's educational mission.

### 2. ROLE RELATIONSHIPS

The Director of Alumni Relations will be required to build and maintain positive and professional relationships with a range of key stakeholders, including OKGA members, academic and support staff of Knox Grammar School, parents of current and past students, and a wide range of community members who support the OKGA.

It is essential the Director of Alumni Relations has a proven track record of success with relationship management, membership communication, strategy development and execution and people management.

The Director of Alumni Relations works with a committed OKGA Executive Committee and a number of sub-committees to achieve the following:

#### 2.1 Alumni Relations:

- Develop growth strategies that align with the goals of the OKGA Strategic Plan at the discretion of the OKGA Executive Committee.

- Establish an annual implementation roadmap and operating budget for the delivery of services and programs for OKGA members of all age groups.
- Create strategies and implementation plans to improve the consistency and reliability of alumni information, and act as liaison to expand the links between the alumni community and the OKGA office.
- Manage correspondence with the alumni community on behalf of the OKGA Executive Committee, including congratulatory, bereavement and administrative matters.
- Working with the OKGA Executive Committee, develop an alumni mentoring program connecting younger OKGA members with senior members of the alumni community and beyond. Once established, coordinate facilitation of mentor relationships and the operation of the mentor program.
- Liaise with the Affiliated Associations of the OKGA (Knox Rugby Club, Knox United FC, Old Knoxonians Cricket Club, OKGA Pipe Band, Knox Old Boys Orchestra) and provide financial and administrative guidance, where appropriate.

## 2.2 Administration:

- Facilitate financial administration for the OKGA in cooperation with the OKGA Treasurer.
- Provide administrative and financial support for the Senior Knoxonians, the senior members of the OKGA alumni.
- Maintain and periodically audit the processes and procedures of the OKGA office. Work with the OKGA Executive Committee to improve and maintain appropriate frameworks and processes.
- Review the current data storage and recordkeeping system and provide recommendations to the OKGA Executive Committee for changes, where appropriate.
- Provide secretariat support for the OKGA Executive Committee, including facilitation of board papers, committee minutes and management of the AGM.
- Act as people leader to the role of Manager, Marketing and Communications, including monitoring workload, providing strategic guidance and ensuring assigned tasks are completed.

## Key Skills & Abilities

- At least 5 years' experience in project management, strategic development, strategy implementation or business administration with a demonstrable track record of success. Alumni network management experience desirable.
- Proven experience delivering programs and services for membership organisations.
- Demonstrated ability to execute membership and networking engagement strategies independently.
- Ability to build strong networks and relationships quickly.
- Excellent written and verbal communication skills, with strong attention to detail and an ability to plan and meet deadlines.
- Comfortable in a fast-paced environment with proven ability to prioritise simultaneous projects.
- Experience working with CRM databases preferable.

### 3. ROLE STRUCTURE

The Director of Alumni Relations is directly responsible to the Head of the OKGA and the OKGA Committee and for daily operational matters within the school will report to the Head of Staff Services. As with all employees, the Director of Alumni Relations will ultimately be responsible to the Headmaster.

### 4. LENGTH OF TENURE

The Director of Alumni Relations is appointed on a permanent, full-time ongoing basis, following the successful completion of a six month probationary period.

### 5. APPRAISAL/REVIEW CONDITIONS

The Director of Alumni Relations as with all permanent staff, undergo regular informal appraisals, the appointee to this position will also be required to undergo a yearly formal appraisal process with the President of the OKGA and members of the OKGA Executive Committee.

### 6. WORKPLACE HEALTH AND SAFETY (WH&S)

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- Reporting incidents or accidents to the appropriate staff as soon as possible.
- Reporting any near miss incidents to the appropriate staff as soon as possible.
- Working within the WHS management systems that have been adopted by the School.

### 7. TERMS AND CONDITIONS

The Director of Alumni Relations is required to work 48 weeks per year with four weeks annual leave. Annual leave will be taken at agreed mutually convenient periods throughout the year. The ordinary average hours of work (exclusive of meal breaks) shall be 38 hours per week, although there may be times when hours will fluctuate due to cyclical demands and specific operational requirements.

### 8. SALARY

The remuneration for this position will be commensurate with the qualifications and experience of the candidate and the responsibilities of the role.

*Please note:*

*All staff are subject to mandatory screening procedures in line with Child Protection Legislation and are required to hold a current Working with Children Check.*