

## **JOB DESCRIPTION**

### **DIRECTOR: ADVANCEMENT**

#### **Introduction**

1. Waterford Kamhlaba UWCSA seeks to appoint a suitably qualified person to fill the above position. Waterford is an extremely highly regarded school that provides academic excellence in a truly diverse and supportive environment. Its rich and unique history forms the foundation of the school's values and culture of inclusion. More than 20% of students receive a full or part scholarship and the school aims to raise that number to 40% in the future. Waterford is situated on a 100 hectare estate on the outskirts of Mbabane and comprises a community of some 600 students from roughly 60 countries, 80 professional staff and 120 support staff. Almost two thirds of the community are residential.
2. The Director of Advancement must be proactive, highly motivated, and detail oriented with the ability to work collaboratively to lead the school's advancement efforts.
3. Availability: 01 October 2018 (or as soon thereafter as possible).
4. Director's role in WK's success: The school cannot meet its goals through school fees alone. Donor support is vital to Waterford's mission and focus on supporting students with great promise but limited financial means. Further, Waterford's more than 5,000 alumni play an essential part in ensuring the school's vitality and financial stability. Consequently, the work of the Advancement Office (AO) is tremendously important.
5. The Director's core responsibilities will be to:
  - 5.1. manage and support the staff of the Advancement Office ("AO");
  - 5.2. collaborate with key stakeholders to optimise the overall advancement strategy;
  - 5.3. implement the school's communication and engagement strategies, including ensuring that all communications are utilized effectively to create and enhance relationships with WK's various constituencies, such as alumni, donors, prospective donors, current and past parents, and students;
  - 5.4. oversee and implement the school's fundraising efforts; and
  - 5.5. write and prepare fundraising materials;

#### **Preferred Qualifications, Competencies and Attributes**

6. Qualifications and experience:
  - 6.1. Bachelor's degree.
  - 6.2. Five years of related professional experience. An equivalent combination of education and experience may be considered.
  - 6.3. Five years of supervisory or managerial experience with demonstrated success in developing team members and completing complex initiatives on schedule.
  - 6.4. Experience with alumni data systems.
  - 6.5. Five years of experience with social media communications and writing for the Web.
  - 6.6. Deep knowledge of communications, publications, media and/or marketing, ideally for an educational institution.
  - 6.7. Work experience in an international and culturally diverse setting.

7. General competencies:
  - 7.1. Adept at identifying, collecting and using data and evidence to inform planning.
  - 7.2. Strong project management.
  - 7.3. Creative problem-solving skills.
  - 7.4. Outstanding English writing skills, including drafting and editing materials such as case statements, direct mail and email appeals, annual reports, stewardship publications, website and social media postings, and proposals prepared for individual, corporate, and foundation donors.
  - 7.5. Excellent networking skills, including a strong consultative approach to working with internal and external constituents.
  - 7.6. Proficient at developing and refining systems and procedures for the smooth functioning of office operations.
  
8. Technical competencies:
  - 8.1. Intermediate MS Office skills (Word, Excel and PowerPoint).
  - 8.2. Proficiency with communications design software.
  - 8.3. Proficiency in web technologies including basic HTML, Flash, and content management systems. Experience working with video is desirable.
  - 8.4. Familiarity with the Devman database system.

### **Governance**

9. Accountable to the Principal.
10. Participates as a member of the Advancement Sub-Committee of the Governing Council and attends Governing Council meetings.

### **Key Performance Areas**

11. Manages the overall advancement of the school in a prudent manner, consistent with the mission of the school.
12. Successfully manages and coordinates the Advancement Office and associated staff members.
13. Maintains and fosters high ethical standards and integrity and reflects the values espoused by the School when conducting the School's affairs.
14. Implements the advancement strategy and completes initiatives on schedule, meeting targets for stakeholder communications and increased financial support of the school.

### **How to Apply**

Please email a letter of application and your CV to [vacancies@waterford.sz](mailto:vacancies@waterford.sz) no later than **13 August, 2018**.

**Stephen Lowry**  
**Principal**  
**15 July 2018**