



Position Description

Position title	Alumni Manager
Position reports to	Director of Community Relations President of St Margaret's College Old Girls' Association
Tenure	Permanent, full time, however some flexibility can be offered to suit personal arrangements.
Date	July 2024

About St Margaret's College

Empowering girls to learn, live and lead lies at the heart of St Margaret's College's ambition. In a rapidly evolving social, economic, technological and environmental landscape, we adapt continuously to ensure our students are ready to make their way in the world, while upholding values that remain as important today as they did when our College was founded over a century ago.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

Purpose of the position

This role supports the St Margaret's College Old Girls' Association (OGA) in its mission to 'nurture connections - past, present and future', acting as a first point of contact for St Margaret's College alumni.

Working within the College's Community Relations team, the role is focused on the delivery of the OGA Committee's strategy and events, requiring some evening and weekend work, and some national travel. Facilitating the development of life-long relationships for our alumni forms an important aspect of the role, together with providing administrative support to the OGA Committee.

Key Accountabilities

Accountability	Expected deliverables
Event coordination and support	<ul style="list-style-type: none"> • Preparing and executing detailed plans for all OGA events, including consideration for the age and stage of the alumni attending • Attendance at all OGA events, ensuring alumni feel welcomed, supported and engaged in the College community on behalf of the OGA Committee • Participate in and contribute to the planning of wider College and Foundation events relevant to our alumni community
Relationship building	<ul style="list-style-type: none"> • Support the OGA Committee and College in the development and execution of an alumni engagement plan, focused on effective communication with and increased reach into our alumni community • Ensure that OGA members and College staff are active and positive champions of our alumni engagement strategy and the benefits of ongoing relationships with the College community • Identify content celebrating the positive contributions of our Old Girls in their communities • Ensure information held in the College CRM is updated and correct in support of ongoing relationship building.
Committee support	<ul style="list-style-type: none"> • Attendance at monthly OGA meeting • Preparation of agendas, reports and minutes for the monthly meeting and Annual General Meeting • Submission of a monthly report to the OGA outlining key activity in support of the OGA's mission and strategy • General duties in support of the Committee's participation in OGA events.
Being part of the St Margaret's team	<ul style="list-style-type: none"> • Actively, collaboratively and positively participate as a member of the team • Proactively look for opportunities to improve processes • Perform any other duties as reasonably requested by the Director of Community Relations or OGA President • Comply with and support all health and safety policies, guidelines and initiatives • Ensure all incidents, injuries and near misses are reported into PeopleSafe • Adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct.

Functional Relationships

- OGA Committee members, including the Executive Principal
- Community Relations and Foundation team
- All other College staff as required
- Christ's College Alumni Manager.

Qualifications & Experience

- Event management experience
- Experienced in networking and building strong relationships
- A self-starter able to work autonomously and within a team.