



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga. Whanaungatanga. Aroha. Rangatiratanga.

Te Whakatūrangā ō Mahi

POSITION DESCRIPTION

Development and Engagement Officer

Reports to	The Principal
Functional Relationships	Senior Leadership Team, Teachers and Support staff Board, Alumni Association, Matai Foundation and PTA External Stakeholders
Position details	Fixed-Term, Part-Time (30 hours per week) Term time only

Responsibilities

As a key member of our staff, the Development and Engagement Officer will lead with our values:

Manaakitanga

Leading with moral purpose

Whanaungatanga

Leading by building and maintaining authentic relationships

Aroha

Leading with empathy and understanding

Rangatiratanga

Leading with Mana and empowering others

The purpose of this advancement role is to grow the school's strategic partnerships, foster community engagement, lead and coordinate high impact events, including the 150th celebrations, drive marketing, secure new funding opportunities, and ensure long-term sustainability to expand opportunities that empower our girls to thrive.

Personal Attributes | Kā Āhuatanga Whaiaro

- **Relationship Builder:** Builds and sustains trusted, authentic relationships with diverse stakeholders, including staff, students, whānau, alumni, and community partners
- **Innovative and Strategic Thinker:** Thinks strategically and aligns initiatives with the school's vision, priorities, and long-term sustainability. Brings creativity and initiative to marketing, engagement, and fundraising opportunities.
- **Highly Organised:** Effectively manages multiple priorities and delivers complex events to a high standard
- **Excellent Communicator:** Communicates clearly and persuasively across a range of platforms, adapting style to engage varied audiences
- **Financially Literate:** Demonstrates sound understanding of budgeting, fundraising, and sponsorship to support sustainable growth.
- **Self-Motivated and Results-Driven:** Highly self-motivated, takes initiative, and consistently delivers high-quality results
- **Collaborative:** Works effectively across teams and builds productive partnerships within and beyond the school
- **Culturally Responsive:** Demonstrates a strong commitment to Te Tiriti o Waitangi and respects and values Aotearoa New Zealand's diverse cultures

Primary Objectives | Whāinga

- To grow the school's strategic partnerships and philanthropic support
- To foster meaningful alumni and community engagement
- To lead the planning and fundraising for the 150th anniversary year 2027 to 2028
- To secure long-term financial sustainability through strategic funding initiatives

Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives
Strategic Development	• Develop and implement a development strategy aligned with the school's strategic and financial goals to ensure long-term sustainability. • Develop and implement a philanthropic strategy to secure grants, sponsorships, and donations supporting school initiatives
Stakeholder Partnerships and Engagement	• Develop and maintain strong relationships with alumni, whānau, community organisations (eg. PTA), iwi, and business partners • Build authentic opportunities for alumni and stakeholders to contribute time and expertise • Support Alumni networking and reunions outside of the 150th Celebration • Strengthen the school's profile and community connection locally and nationally • Coordinate community and commercial engagement through events, partnerships, and outreach to enhance school visibility and connection.
Marketing and Communications	• Develop and implement a strategic marketing and communications plan • Strengthen the school's brand, storytelling, and digital presence across multiple platforms • Represent the school at events and meetings as required, articulating the mission and impact of philanthropic support • Develop marketing material, such as brochures, promotional material, reports, etc. • Work with students, staff and alumni to identify stories of success and promote accordingly
Community engagement and events (including, the 150th anniversary celebrations)	• Lead the planning, coordination, and delivery of key school events, and in particular the 150th anniversary celebrations, to strengthen school pride and community ties • Develop and manage timelines and work with school leadership, relevant committees and the Board • Develop events that enhance engagement, promote the school's values and identity and reflect the school's commitment to aroha, manaakitanga, whanaungatanga, and rangatiratanga
Fundraising and Development	• Identify, develop, secure and manage funding opportunities including sponsorship, donations, grants, facility hire and partnerships • Build and maintain a sustainable fundraising pipeline • Develop and manage business partnerships, donor and sponsorship relationships and stewardship practices, ensuring a coordinated approach across the school
Systems and Sustainability	• Establish and maintain systems to support advancement activities (e.g. databases, tracking systems). • Monitor and report on key metrics including engagement and funding • Contribute to long-term sustainability planning.
Te Tiriti o Waitangi partnership	• Ensure culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi
Financial Assets	• Effectively and efficiently uses available financial resources and assets, within delegated areas of authority, including fundraising and grants. • Consult with the Principal and the Business Manager on all financial matters, including income and expenditure

Community	• Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community • Develops and maintains positive respectful relationships with students, staff, whānau and the wider community • Communicates effectively and establishes good communication processes within the school and with the community • Strengthen community relations through connections with parents, whānau, prospective parents and the wider community
Contribution to School Life	• Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan • Contribute to and participate in the corporate life of the school, school-wide co-curricular activities, extra-curricular activities, and events
Safeguarding	• Undergo Police vetting • Adhere to and implement relevant policies, practices, and procedures for safeguarding
Health and Safety	All staff are expected to • Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies • Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures • Participate as required in the resolution of Health and Safety issues and training as required
Staff Expectations	All staff are expected to: • Always conduct themselves with professionalism and adhere to the school policies and procedures • Promote the vision and values of Christchurch Girls' High School Te Kura o Hine Waiora and be an advocate for the school and our students in the community
General	• Undertake specific responsibilities and duties at the discretion of the Principal Tumuaki • Undertake some evening and weekend work linked to events and/or meetings as agreed with the Principal Tumuaki (Flexible working hours throughout the year may be negotiated)

Development & Engagement Officer

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____