



Position Description

Position Title: Community Data Specialist

Reports To: Head of Advancement

Location: Kew Campus

Purpose

The Community Data Specialist is responsible for the development, implementation, and review of data solutions for the Carey Community Engagement Department. The key focus is to increase stakeholder engagement, growth and retention.

The Community Data Specialist understands the requirements for data collection and the appropriate applications. They are a key driver in delivering solutions to support business process and ensuring Community data integrity. The role will raise data literacy and data-informed practice in the Community Engagement department.

The role will support the delivery of personalised stewardship plans and coordination of donor journey actions. The Community Data Specialist will collaborate with colleagues ensuring all engagement activities are completed consistently and effectively.

Duties & Responsibilities

Database Management

- Ensure best practice protocols across multiple systems to create streamlined and efficient data management
- Provide training and support in best practice protocols for users across the Carey Community Engagement Department
- Oversee data input and segmentation for reporting and fundraising specific promotion, including EDMs to ensure revenue generation and growth
- Database administration, focusing on the support of the Advancement and Alumni teams, ensuring data integrity across all internal records
- Create, implement, and maintain a successful data management program, including creation of documentation and procedure manuals
- Liaise with internal and external stakeholders to ensure the online donation payment platform is functional, seamless and donor friendly.
- Collaborate with the Finance and Technology Services teams to ensure all PCI, audit and business security protocols are met
- Lead the migration of existing Community Engagement data into new database systems, as required, ensuring seamless integration and data accuracy

Reporting

- Develop, implement, and coordinate the Community Engagement reporting needs across department wide systems, with support from the Technology Services team
- Oversee department wide reporting needs, including ownership of a reporting calendar with clearly outlined metrics
- Collate data for the Board and School Leadership Team on Community Engagement performance, as directed by the Head of Advancement and Alumni and Community Manager
- Maintain daily, updated philanthropic and alumni records
- Provide support in the establishment of protocols informed by prospect research reports

Administrative and Project Coordination

- Provide administrative and project-based support for Community Engagement
- Coordinate the portfolio pipeline and stewardship journeys, as guided by the Head of Advancement.
- Lead, develop and implement gift entry and receipting processes and procedures
- Assist with desktop stakeholder research
- Other duties as required by the Head of Advancement, Alumni and Community Manager or Director of Community Engagement

Qualifications, Knowledge & Experience

- Experience in working as part of an advancement/fundraising and/or alumni team, with responsibility for database management
- Knowledge of CRM systems, including front end system management development and implementation
- Previous experience using a CRM for reporting, analysis and performance tracking
- Demonstrated ability to develop and implement innovative policies and practices in pursuit of continuous improvement
- Ability to effectively liaise with multiple stakeholders to achieve outcomes
- Demonstrated ability in data analytics and data segmenting to meet specific requirements with a keen attention to detail
- Experience with financial systems including receipting and financial spreadsheets
- Flexibility and proven project management skills with the ability to prioritise competing demands.
- Excellent communication and interpersonal skills with a proven ability to develop effective relationships with internal and external stakeholders
- Demonstrated ability to maintain confidentiality, discretion, and professionalism
- Ability to work autonomously and as part of a multiskilled team
- Experience in conducting philanthropic prospect research (desirable)

A valid Employee Working With Children Check is a requirement of employment in this position.

Child Safety

Carey Baptist Grammar School is committed to providing a safe environment for all students, acting in their best interests, promoting their wellbeing and keeping them safe at all times.

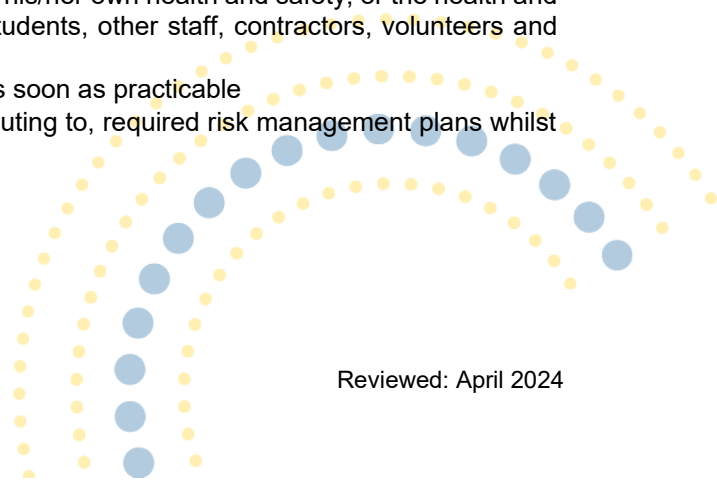
Staff have a responsibility to:

- Have knowledge of the relevant laws, and read and formally acknowledge their acceptance of the school's Code of Conduct, Child Safety and Wellbeing Policy, and Reporting Child Abuse Policy, and comply with all requirements
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the relevant Head or Principal
- Fulfil their obligations as mandatory reporters including reporting to external authorities where applicable

Occupational Health and Safety (OHS)

Staff have a responsibility to:

- Comply with Victorian OHS legislation and Carey's OHS policies and procedures.
- Perform duties in a safe manner without risk to his/her own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers and visitors.
- Report any hazard, incident, injury or illness as soon as practicable
- Make OHS a priority, by completing, or contributing to, required risk management plans whilst undertaking tasks in the School's operations.



Equal Opportunity Employer

We respect, celebrate and nurture individual, cultural and societal diversity. We recognise that individuals are unique and positively acknowledge and affirm the oneness and equality of humankind in all its dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical ability and religious or political beliefs.

Carey Baptist Grammar School reserves the right to modify position descriptions as required.

The School performs thorough assessments of potential and existing employees. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks. This position description is the property of Carey Baptist Grammar School and is intended for candidates' and employees' use only. It cannot be reproduced without the School's permission.

