



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

Data Analyst and Prospect Researcher Full-time ongoing role

Are you ready to engage one of Australia's most dynamic and diverse school communities?

Our School is going through an exciting phase of growth, working with our community to support our strategic priorities and enable exceptional outcomes for students and the community.

To support this engagement, we are seeking to appoint a Data Analyst & Prospect Researcher. This role will work closely with the Campaign Manager to assist with delivering philanthropic activities. The activities of the Data Analyst & Prospect Researcher include oversight of data maintenance for key constituent records to support Advancement outcomes, along with ongoing reporting. The Data Analyst & Prospect Researcher will contribute to the identification, cultivation, solicitation and stewardship of prospects and donors through prospect management processes and systems and ongoing prospect research.

About us

Geelong Grammar School is one of the world's leading co-educational boarding and day schools. Offering exceptional educational opportunities across four campuses from Early Learning to Year 12, Geelong Grammar School is committed to making a positive difference for students, staff and the community. We believe in prioritising wellbeing, adventure, creativity and academic rigour, and we value wisdom.

About the role

Reporting to the Campaign Manager, key responsibilities of this role include:

- Drive and oversee the collection and maintenance of constituent data to ensure the appropriateness, accuracy and integrity of donor, alumni and other key constituent data, and compliance with relevant legislation and internal policies and procedures.
- As the subject matter expert, drive best practice prospect management processes and systems and oversee the delivery of timely, relevant and effective research briefings and profiling to support Advancement activities.
- Proactively support the data and reporting needs of the Advancement team to achieve the best outcomes from prospect portfolios, and to support alumni and community relations as relevant.

About you

This opportunity will suit someone who has:

- Relevant qualifications and/or proven experience in fundraising, or a similar role, ideally within a non-profit and/or educational environment.
- Well-developed skills in the use of data analysis tools to interpret and report on data, including general writing skills to support the coordination and compilation of reports and correspondence.
- Demonstrated ability in strategic planning and creative thinking, with well-developed analytical and problem-solving skills.
- A sound knowledge of the principles of marketing, communications and fundraising, particularly within the education sector.
- Extensive experience of Customer Relationship Management systems with advanced data analytic skills.
- Previous experience working within a complex customer focussed organisation and a proven capacity to work effectively within a team environment.
- An ability to be flexible, adaptable and innovative to meet the changing needs of the organisation and clients, including the capacity to demonstrate initiative and work autonomously when required.

This position will require the ability to work across all campuses, including attending weekend and evening events, as well as overnight stays, as required.

Why work with us?

Supportive management and fun, collaborative team.

Free on-campus car parking, access to the Handbury Centre for Wellbeing (Gym/Pool), lunch provided during term time and other School community benefits.

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

For further details visit the Employment page on our website: www.ggs.vic.edu.au/employment. Please submit a cover letter, CV and a document addressing the Key Selection Criteria.

Applications close at 4:00pm on Wednesday 31 July 2024.