



ST. JOSEPH'S INSTITUTION INTERNATIONAL SCHOOL

St Joseph's Institution International is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a dynamic, experienced, conscientious and proactive individual to join us as:

Advancement, Communications & Admissions Executive

General Responsibilities and Duties

The Advancement, Communications & Admissions Executive will be primarily responsible for assisting the Director of Advancement, Communications & Admissions (DACA) in daily tasks in support of the Advancement, Communications & Admissions (ACA) Office. The Advancement, Communications & Admissions Executive will also be responsible for dealing with routine inquiries that arise in this capacity. Alongside the other members of the ACA team, the Advancement, Communications & Admissions Executive will participate in other projects as assigned.

Primary ACA Administrative Duties

- Personal Assistant to the Director of Advancement, Communications & Admissions (DACA).
- Schedule and set up of appointments for DACA.
- Provide administrative support primarily to DACA and undertake duties as required to ensure the smooth running of ACA.
- Prepare monthly expenses claims for DACA's corporate credit card.
- Assist and support Admissions Manager with projects, and parent communication as and when needed.
- Assist and support Communications & Advancement Manager with projects as and when needed.
- Responsible for the overall administration of the Advancement office, including vendor management, expense reimbursement, supply ordering, budget tracking and management, etc.
- Booking of rooms and arrange for refreshments for Conferences/Meetings.
- Welcome walk-ins and scheduled visitors to the ACA Office.
- Attend, participate in and coordinate ACA events as required.
- Populate, organise and maintain both digital and printed records.
- Attends staff meetings and participates in organization- and office-wide planning activities.
- Other duties as assigned.

ACA & Board Support

- Serve as support to DACA as needed with SJII board and board leadership
- Responsible for all administrative aspects of board support as it relates to DACA activities and reporting, including but not limited to meeting arrangements, minutes and follow-up; regulatory filings; coordination with Finance and other legal entities associated with compliance regarding DACA matters.
- Provide support to the members of the foundation boards so that the members can effectively serve as volunteers for recruitment, fundraising and alumni relations purposes, including prospect lists, event logistics and arrangements, etc.
- Responds to routine queries from prospective families, current and prospective donors.
- Draft written proposals to prospective or existing volunteers or donors.
- Manage and track donor prospect activity for the DACA using ToucanTech donor and alumni database and other prospect management tools to proactively forecast and schedule meetings and solicitations.
- Shares responsibility for data integrity, recordkeeping and gift processing, entry, and reporting in ToucanTech donor and alumni database.
- Shares responsibility for reporting and analysis on the school's donor and alumni database.
- Periodic gift reconciliation as defined by DACA in collaboration with ToucanTech and SJII Finance Office.

Requirements

- Minimum Diploma in Communications and/or Media.
- At least three years of relevant work experience preferred.
- Excellent team player with good interpersonal and people skills.
- Enthusiastic with a can-do attitude, and ability to prioritise and work independently.
- Must be able to use Adobe Creative Suite, with some hands-on experience in Customer Relationship Management (CRM). Content Management System (CMS) and Document Management System (DMS).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Interested applicants are invited to email a covering letter (outlining why you are a suitable candidate), detailed (up to four pages) Curriculum Vitae including current and expected salaries.

Normal working hours are 7.45 am to 4.45 pm from Monday to Friday including school holidays.