



# Epsom Girls Grammar School Foundation

## FOUNDATION/ADVANCEMENT OFFICE COORDINATOR

*Values: Courage Compassion, Curiosity, Community*

### POSITION DESCRIPTION

The Epsom Girls Grammar School Foundation was established in 1999, helping foster and grow the EGGS community. The Foundation is an Incorporated Charitable Trust governed by independent Trustees who have a particular focus on helping the School and students continue to succeed. The Foundation supports the fundraising projects of the School, as well as managing, administering the funds raised, and endowments gifted to the School.

### MAIN PURPOSE OF POSITION

The role of the Foundation/Advancement Office Coordinator is to organise and coordinate office administrative tasks and duties, providing the necessary support and assistance to the Foundation and other entities to ensure smooth running of the day-to-day functions of the Office. As we begin to develop an Advancement Office, this role will also support the administrative needs in co-ordinating all entities across the School that advance the learning and co-curricular opportunities of the School.

**Accountable to:** The Principal and Business Manager

**Direct Reports:** Nil

### KEY AREAS OF ACCOUNTABILITY

- Effective operation of the Foundation Office
- Events and fundraising management
- Grant and donor applications
- Investments/finance/tax/audit - management and reporting
- Systems and process management (Potentiality, Google Suite, Xero, KAMAR, relevant Drives, etc)
- Endowment, Awards and scholarships administration
- Stewardship and relationship management