



Sacred Heart College

AUCKLAND

Current Vacancy

Advancement Officer

Sacred Heart College are seeking an outstanding and visionary Advancement Officer. As our Advancement officer you will play a key role in furthering the school's strategic vision by leading efforts in fundraising, alumni relations, and sponsorship. This position is integral in ensuring the continued growth and success of the school through building strong relationships with donors, alumni, and the community.

Primarily this role will develop and implement fundraising strategies to support the school's programs and initiatives, organise and manage fundraising events, campaigns and initiatives. Working collaboratively with key staff in the college you will set and achieve fundraising goals that will benefit both the boys and college community. You will take the lead in seeking opportunities for securing grants and will oversee the management of Trust and Grant applications. Your natural ability to foster relationships with our key stakeholders is vital to the success of securing financial support.

To be successful in this role you will bring the following attributes:

- Be a proactive team player who maintains high levels of discretion and tact in their liaison with both internal and external stakeholders
- Strong understanding of alumni relations and donor engagement
- Strong communication skills, both verbal and written and effective interpersonal skills
- Project the professional image demanded of the position
- Ability to build and maintain relationships with diverse stakeholders
- Ability to react immediately to tight deadline or changing priorities
- Passion for education
- Respect the confidential nature of the position

You will have a proven track record of successful fundraising campaigns, have an understanding of where to research and apply for grants/ funding opportunities and take the lead with the development and implementation of alumni engagement strategies.

This is a full-time, permanent position. We are open to flexible working arrangements, subject to negotiation. Ideally you will have a degree in the relevant field and bring experience in fundraising, sponsorship, event planning and alumni relations.

We offer a competitive base salary with the ability to earn commission dependent on capital campaigns.



Sacred Heart College

AUCKLAND

Please email your expression of interest and CV to Melanie Inglis, Manager of Recruitment/HR on recruitment@sacredheart.school.nz. In subject line please specify the position you are applying for.

Applications close: 10th September 2025