



CHRIST'S COLLEGE
CANTERBURY

POSITION DESCRIPTION

Development & Campaign Coordinator

Schedule of Responsibilities and Person Specification

Reports to: Senior Development Manager

Direct Reports: Nil

Purpose of the Position:

- Reporting to the Senior Development Manager, the Development & Campaign Coordinator is a full-time member of the Advancement Team, appointed for a fixed term of 18 months.
- The position provides coordination and operational support to the Senior Development Manager in the development and execution of Christ's College's fundraising programmes, including its capital campaign. Key areas of responsibility include campaign coordination, donor and prospect data management, prospect research and qualification, donor stewardship, sponsorship support, reporting and event planning and management.
- The role is responsible for ensuring Development activity is well coordinated, accurately recorded and appropriately followed up, contributing to a professional and positive experience for donors, prospective donors, sponsors and the wider College community.

Functional Relationships

Internal

- Director of Advancement
- Headmaster
- Advancement Team
- College Staff

External

- School community
- Parents
- Alumni
- Donors and prospective donors
- Sponsors and prospective sponsors
- Trusts and Foundations
- External groups associated with the Christ's College community

Principal Tasks

- Support the Senior Development Manager in the coordination and delivery of fundraising programmes and initiatives, including the College's capital campaign.
- Coordinate campaign activity including prospect lists, meeting preparation, briefing information, actions, follow-up and supporting documentation.
- Undertake research to assist with the identification and qualification of prospective donors and sponsors and prepare relevant prospect information and briefings.
- Maintain accurate and up-to-date donor, prospect, sponsor and campaign records within Veracross, ensuring a high standard of data integrity.
- Record and maintain relationship activity including meetings, contact reports, solicitations, pledges, gifts, stewardship activity and follow-up actions.
- Produce database lists, reports and information to support fundraising activity, donor communications, campaign planning and reporting.
- Support donor stewardship including acknowledgements, correspondence, recognition, reporting and other activities that strengthen donor relationships.
- Assist with nurturing existing sponsors and identifying potential new sponsorship opportunities, including maintaining agreements, benefits and commitments.
- Support the planning and delivery of events, including event administration, set-up, delivery and post-event follow-up.
- Work collaboratively with the Advancement Team and relevant College staff to ensure fundraising and engagement activity is coordinated and professionally delivered.
- Provide general coordination and administrative support to the Senior Development Manager and undertake other Development duties as reasonably required.

Financial Responsibilities

- Assist with the accurate administration and reconciliation of gifts, pledges and sponsorship commitments, including liaison with Finance staff as required.

Essential Skills and Qualifications

- Strong CRM/database capability is essential, with demonstrated experience using Veracross or another CRM, fundraising or relationship management system.
- Demonstrated ability to maintain accurate records, manage data and ensure a high level of data integrity.
- Experience in a coordination, administration, relationship management, events or similarly relevant role
- Strong research skills with the ability to identify, collate and summarise information.
- Excellent organisational and coordination skills.
- Strong written and verbal communication skills.
- Strong computer skills, including Google Workspace (Docs, Sheets, Drive, Gmail), Microsoft Office, spreadsheets and preparation of professional documents and reports.
- Ability to work effectively both independently and collaboratively as part of a team.
- Experience supporting events and stakeholder engagement.
- Experience in fundraising, Advancement, philanthropy, donor stewardship or a capital campaign environment would be an advantage.

Other Skills Required

- A highly organised, proactive and self-motivated team player.
- Strong attention to detail and a commitment to accuracy.
- A practical approach and willingness to take responsibility for getting things done.

- Excellent interpersonal skills and the ability to build positive relationships with a wide range of people.
- Professionalism, discretion and sound judgement when dealing with confidential information.
- Ability to manage multiple priorities and deadlines and ensure agreed actions are followed through.
- An open and effective communicator.
- Respect for and commitment to the values and ethos of Christ's College.

Other

- This position is a fixed-term appointment for 18 months.
- Attendance at functions and events outside normal working hours will be required from time to time.
- The Development & Campaign Coordinator is required to dress appropriately to the duties being carried out.
- The position requires a high level of discretion and confidentiality.
- Christ's College is an Anglican school and employees are expected to be supportive of its ethos and values.

Reviewed September 2026