



BHS

EMPLOYMENT OPPORTUNITY

BHS, an International Baccalaureate School based in Bermuda, is an all-girls school from the Early Years Programme to Year 11 and offers a co-ed IB programme in Years 12 and 13.

At BHS, we focus on the balanced learner, providing extensive opportunities for advancement in academics, the arts, athletics, STEAM, community service and leadership development. BHS promotes a student-centred approach to pedagogy and learning.

We are currently seeking applications for the position of:

ADVANCEMENT COORDINATOR

The Advancement Coordinator at BHS is a key member of the Advancement team whose responsibilities are to assist the Director of Advancement with the overall fundraising initiatives of the School.

Responsibilities will include, but are not limited to:

- Providing administrative support for the Advancement Office (reporting to the Director of Advancement)
- Researching and maintaining the prospect and donor database ensuring all constituents records are kept up to date in a timely manner
- Generates reports to aid gift solicitors and the research of prospects
- Interfaces with the Business office for the correct channeling of funds and periodic reconciliation of accounts
- Enters, tracks and prepares acknowledgements of contributions received
- Prints and prepares all in-house printed documentation
- Produces constituent lists, letters, invites, mailing lists, labels etc.
- Assists with the production of and organisation of Advancement events, phone-a-thons, reunions, appeals and school magazines
- Assists the Director of Advancement with Alumni and PTA shared events
- Attends and prepares minutes of the Advancement and Alumni meetings
- Assists with the preparation of the School events calendar
- Conducts event preparation in a timely manner and works alongside the Facilities team to ensure a smooth event set-up

Qualifications and Attributes:

- Bachelor's degree in a related field preferred
- Minimum of two years of proven experience in a broad range of Fundraising and Advancement responsibilities
- Meaningful experience in, or knowledge of, all key Advancement areas (gift giving, annual appeals, alumni relations, building relationships with donors and stakeholders)
- Understand and create analytical reports
- Excellent interpersonal, written, presentation, and verbal communication skills
- The ability to adapt, effect change and innovate, while embracing the traditions and heritage of the School
- Strong planning skills to establish priorities, set objectives and achieve/exceed stated goals
- Superb organisational skills and the ability to work on a number of initiatives simultaneously
- Resilience, resourcefulness and a strong work ethic are essential
- The ability to work independently and as part of a team
- Strong PC and Microsoft Office skills. Experience working with databases, Bloomerang, in particular, preferred

Applicants are asked to provide the following information: Title of the position applied for, full name, date of birth, and nationality, full details of Secondary and Higher Education with dates, full qualifications with dates, and other experience and **three** written professional references with their contact information. One of these references should be from a supervisor at a past or current place of employment. The successful candidate will be expected to provide a recent Police background check that demonstrates that they may work in an organisation involving children.

Applications should be sent to:

Mrs. Linda Parker
Head of School
The Bermuda High School
19 Richmond Road
Pembroke HM 08
Or by E-mail to: recruitment@bhs.bm

Closing date for applications: Friday, January 3rd 2020