



The Cardinal Vaughan Memorial School

Development & Alumni Relations Manager

Salary: £37,000 – £50,000

Hours: 35 per week full-time plus occasional overtime. Flexible working hours will be considered and applicants are welcome to contact the Headmaster to discuss the possibility.

Job description

Fundraising leadership and management:

- Lead on implementing our fundraising strategy and planning for the next phases to drive maximum participation in the community
- Work directly with the Headmaster and Board of Directors to identify, brief and ask potential supporters
- Proactively take personal responsibility for ensuring that agreed outcomes are delivered effectively
- Strengthen the understanding of principles of major gift fundraising among the leadership team and volunteers through training and one-to-one meetings
- Act as a role model, demonstrating your dedication to the cause and supporting a motivational environment where people are challenged and encouraged to participate
- Influence senior internal stakeholders, leadership volunteers and potential donors
- Develop and implement cultivation and solicitation plans for potential donors
- Work with the school's Foundation to develop a range of trusts and grants applications for specific projects for which the school needs support

Reporting and pipeline development:

- Maintain accurate records of interactions with donors and volunteers and regularly update the fundraising tracking system
- Understand effective prospect research and use this information to continually update the prospect pipeline
- Ensure that information related to fundraising work is collected, organised and managed effectively and according to the policies and protocols of the school (including the timely updating of the school's database)
- Share accurate fundraising updates with the leadership team and volunteers as appropriate

Cultivation and stewardship:

- Help encourage parents, alumni and friends of the Vaughan to stay connected and involved with the life of the school

- Manage the launch of new online alumni platform and engage with members of the community to attract their support for the school
- Organise and manage regular events for parents, alumni and friends of the Vaughan, including continuing the organisation of existing events series as well as developing new pilot events
- Grounded in the principle that current donors are the potential future prospective donors, develop and manage a stewardship calendar of updates and events with donors
- Meet minimum targets for number of events and number of attendees at events

Working with volunteers:

- Support the existing group of volunteers who help us to raise awareness about our fundraising and act as ambassadors for the school
- Recruit and train new volunteers for events
- Develop informative, high-quality materials and organise regular update meetings

Delivering results:

- Develop clear plans for reaching benchmark goals and communicate these to the leadership team. Track progress and adjust to meet the objectives, ensuring others are aware of changes and reasons for them
- Take personal responsibility for decisions and be accountable for them
- Show willingness to adapt if your initial decision did not produce the expected result

Essential to have

- Ability to work independently, self-motivate and manage time effectively
- Excellent written and verbal communications skills
- High level of confidentiality and trust
- Personable approach especially when meeting new people in order to build successful relationships
- Experience producing high-quality written materials, for example proposals and fundraising updates
- Exceptional interpersonal skills and the confidence working with high-level individuals such as including major donors
- Willingness to work out of regular hours
- Ability to organise and manage events
- Proficiency in Microsoft Word, Excel, Access and PowerPoint

Additional preferred experience

- Experience soliciting and securing gifts from individuals and/or trusts, foundations and corporations
- Fundraising experience and/or transferable skills in project management, marketing, communications, and strategic planning
- Experience managing budgets and financial reports