

Director of Development at Cumnor House Sussex

The Role

* Co-ordinate all Marketing Activities and Promotion of the School, including development and execution of Annual Marketing Plan to support Cumnor 2020
* Ensure all internal and external Communication is consistent and in line with Brand position and Cumnor principles.
* Promote the use of Cumnor facilities – Astro-turf, grass pitches, sports hall, indoor pool, accommodation, theatre, dining room, reception terrace, marquees, etc. with paying third parties with the aim of increasing revenues.
* Plan and manage related activities as requested by the Headmaster in the Development and Marketing of CHS, including managing Events which support these activities.

Reporting Lines

The Director of Development will report directly to the Headmaster and may be considered for the Senior Management Team. It will be essential to establish close and effective working relationships with colleagues, and in particular the DHM/Bursar and Head of Pre-Prep.

There will be regular contact with the Chairman of Governors, and there will be periodic formal reporting to the Board of Governors.

Personal Qualities and Experience

* Strong experience in marketing and development of a business, ideally related to education;
* Graduate or equivalent professional qualification;
* Excellent communication skills, both oral and written;
* Proven ‘people’ skills with the ability to relate to a diverse community;
* High degree of computer literacy and facility with social media;
* Ability to plan and prioritise effectively, and to work to deadlines;
* Ability to work independently and conscientiously, with strong self-motivation;
* Empathy with the ethos and aims of independent education;
* Flexibility as to role and responsibilities, and willingness to work some evenings or weekends when events require it;
* Energy, enthusiasm and imagination in abundance;

Hours of Work

This is envisaged to be a full-time, year-round role with 36 days holiday (including bank holidays), although it is possible that a reduced week might be negotiated if a suitable track-record is provided as proof of effectiveness.