**Exeter School – Director of Development and Alumni**

**Person Specification**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/ Professional** | * Educated to graduate level or equivalent | * Fundraising Management qualification * Membership of the Institute of Fundraising |
| **Experience** | * Previous demonstrable, successful fundraising * Identifying prospective major donors and securing meetings with them * Asking successfully for major gifts face to face, and also in writing * Providing a high level of care to donors across an organisation * Using a fundraising or relational database for both inputting and analysis of data. | * Fundraising for a major capital campaign * Fundraising in an educational institution * Fundraising from donors who are not resident in the UK * Alumni relations within an educational institution * Annual fund campaigns * Leading and managing a team |
| **Skills/ Knowledge** | * Excellent written and verbal communication skills * Numerate and confident in handling financial data * A meticulous researcher with excellent attention to detail * A thorough proof-reader * Knowledge of Microsoft and other IT packages * The ability to: * work independently and imaginatively, and also as part of a team * communicate effectively with a wide variety of people * manage a diverse workload within tight deadlines | * Awareness and understanding of safeguarding and welfare of children |
| **Personal Attributes** | * Highly motivated and target-driven * An exemplary degree of personal integrity and maturity * The credibility to represent the School in interactions with prospects and donors * Able to use own initiative and work without supervision * The commitment, drive and determination to set up and successfully undertake regular face to face meetings for fundraising purposes * The ability to establish and maintain excellent relationships * Keen interest in and support for the ethos of Exeter School * Experience of and a commitment to independent education * Willing to travel in the UK and overseas, and to work outside normal office hours * Diplomacy and tact * A good sense of humour * Common sense * Creativity * An exemplary attendance record in his/her past and present employment | * A willingness to be involved in the wider life of the School |