**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
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| **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
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| **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
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| **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
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