



# STONYHURST

## JOB DESCRIPTION

**Job Title:** Development Manager  
**Department:** Development  
**Line Manager:** Director of Development

### THE ROLE:

The Development Manager will play a vital role in fundraising, friend-raising and relationship management across the Stonyhurst community of Alumni, parents, former parents, staff and friends of Stonyhurst. This is a crucial department in the future planning of the school, managing capital, bursary and legacy campaigns along with donor care.

The post holder will fully assist the Director of Development with the planning and delivery of specific fundraising campaigns and have full responsibility for managing the day-to-day administration of the office.

The candidate must be comfortable representing the College by attending whole school events and functions as the role will be outward facing.

### MAIN DUTIES:

- To support the Director of Development, contributing to the department's strategic aims.
- To manage the day-to-day workload and administration of the department.
- To be responsible for resolving all internal and external enquiries.
- To build solid relations with Alumni, parents, former parents, staff and friends of Stonyhurst.
- To hold responsibility of controlling the departmental budget and accounts as determined by the Director of Development.
- To work with the Director of Development to ensure the department's communications programme is delivered.
- To organise, manage and coordinate a programme of relevant and well attended events including regional and overseas dinners, lunches, reunions and special events in conjunction with volunteers to complement the overall development strategy.
- To manage and develop the website and social media needs of the office, building a strong and vibrant community of engaged Alumni who are willing to offer their support to the school; working with the Director of Development to develop new content for the site that is integrated with the overall development strategy, driving user recruitment and retention.
- To hold overall responsibility for producing high quality brochures and the timely production and dissemination of these communications.
- Work in collaboration with the Alumni Association.
- To project manage core giving campaigns effectively and efficiently.

- To prepare information for annual reports and co-ordinate mailings.
- Help to submit written funding applications to Trusts and Foundations in liaison with the Director of Development and Heads of Departments.
- Research major prospects, including individuals, corporate entities and charitable trusts in a systematic, coordinated way to feed in to the Director of Development's major gift work.
- To develop *The Raiser's Edge* database records to ensure the department meets its targets in terms of up to date contact details, email addresses and telephone numbers as well as professional details. Systematically research and regain contact proactively with constituents with whom the School has lost contact.
- Keep up to date with best practice and current legislation in fundraising, alumni relations and fundraising research.
- Work flexibly as is necessary within a small department and perform such other duties as may be required from time to time by the Director of Development within the context of the job.
- Comply with and promote the School's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and others.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

## SKILLS AND EXPERIENCE

### Essential

- Previous experience in a similar level role
- Management of giving campaigns

### Desirable

- Production of development literature and management of programmes/initiatives experience

## GENERAL INFORMATION

- This is a full-time, full year post
- The standard working hours will be: Mon – Thurs 8.30am – 5pm with evenings and attendance at events as required.
- The postholder will be entitled to the equivalent of 30 days holiday including Bank Holidays
- Meals are provided free of charge
- The School operates a money purchase pension scheme to which the employer contributes up to a maximum of 6% (matched to employee contributions e.g. 4% employee then 4% employer)