



CRANLEIGH SCHOOL

HEAD of FUNDRAISING

THE APPOINTMENT

Cranleigh School seeks to appoint a highly skilled Head of Fundraising to develop, lead and deliver the School's fundraising strategy. Candidates will be comfortable working in an independent school and have a proven track record in fundraising that includes working with high-net worth individuals. Confidence and exemplary communication skills are necessary as candidates will be expected to engage with a range of audiences including patrons, major donors, parents and alumni.

CRANLEIGH SCHOOL

Cranleigh is Surrey's leading co-educational independent school, offering boarding and day education for pupils aged 7 to 18. Cranleigh provides a breathtaking range of opportunities in a school small enough for everyone to know and support each other. Pupils lead busy lives now, exceeding academic and sporting expectations, while preparing for life beyond our beautiful rural location.

Cranleigh is committed to providing a holistic education that can change the direction of a child's life, encapsulated in its motto 'Ex Cultu Robur' (from culture comes strength). The School aspires to develop generations of Cranleighans who will wish to shape future culture for the better. To meet that vision, the School is deeply committed to ensuring that a Cranleigh education is accessible to a diverse range of talented boys and girls, regardless of ability to pay.

FUNDRAISING OFFICE

The School wishes to adopt a more strategic approach to fundraising by establishing an office that is dedicated to gaining private philanthropic support, in order to provide significant bursaries to deserving pupils (both through the Foundation and to support talented and scholarship candidates) and to maintain its position as a leading school. Over the last four years much work has been done to prepare the groundwork for this office, including community engagement and the development of databases. The next step is the appointment of a highly motivated Head of Fundraising who will develop and lead a long-term strategy to be approved by the Governing Body.

At Cranleigh the Alumni relations office is a separate office with its own staff and publications and a wider Network function to support Old Cranleighans through university and career. The Old Cranleighian Society is particularly strong with sports clubs, professional societies and reunions already a feature. At present no Friends organisation exists for current and past parents or supporters of the school and it is to be expected that establishing such an organisation would be a part of the Head of Fundraising role.

THE CRANLEIGH FOUNDATION

The Cranleigh Foundation is a fund that provides bursary-assisted places at the School and Prep School for children in need of a boarding education. Places are provided for children aged 11-18 who have experienced family trauma or bereavement and who would benefit from Cranleigh's supportive environment as a result. Several Old Cranleighans have already benefited from full grants from the Foundation and it is hoped that many more will do so over the next 150 years. The Foundation is managed by a group of Trustees and appointed a new Chair in 2017. The Foundation's stated aim is to **build up** an endowment of £50million **over the next** 50 years and the Chair will be looking to work closely with the appointed Head of Fundraising to achieve this.

THE POST

Job Title:	Head of Fundraising
Location:	Surrey
Reports to:	Headmaster (senior school)
Direct reports:	To be established as office develops and need arises
Key relationships:	Headmaster of Prep School Foundation Chair Head of External Relations Chairman of Governing Body Old Cranleighan Society and Old Cranleighan Network Manager Bursar and Deputy Bursar

Duties and Responsibilities:

To manage the School's fundraising programmes

- Undertake research with the Cranleigh community and use it to develop, lead and implement the School's fundraising strategy
- Undertake direct fundraising either individually or in conjunction with the Headmaster of the senior school
- Ensure systems are in place and maintained for gift administration, gift acknowledgement and stewardship of donors
- Be well informed on developments in fundraising regulation, practice and related matters
- Be well informed on plans for campus development and marshal support for these with major donors and patrons as relevant
- Raise the profile of fundraising initiatives at the School internally and externally
- Recruit and organise fundraising volunteers
- Be knowledgeable about all types of tax-efficient giving in the UK and overseas and manage tax reclamation
- Provide information for reports to the Governors and report in person to the relevant Governing Body meeting

To manage an effective and efficient Fundraising Office

- To work closely with the Head of External Relations to plan publications and communications across the School community
- To work with the database officer to ensure records are kept accurately up to date with details of donors and other supporters
- To promote goodwill between the Fundraising Office and the alumni association
- To advise on staff resources to meet the tasks in the Fundraising Office
- To work closely with staff at both Schools, particularly at SMT level, to promote the work of the Fundraising programme to potential supporters
- To keep staff informed of the progress of the programme
- To liaise with the Bursar, Deputy Bursar and Director of Finance on day-to-day financial matters, manage the allotted budget and plan future budgets

To promote the interests of the School

- Promote the interests of the School to donor constituencies, including alumni, parents, former parents and friends of the School, and former staff
- Work closely with alumni, parents and friends of Cranleigh School to maintain harmonious relations with them and the School
- Review, with the Head of External Relations, the School's communications, publications and website to determine the most effective communications strategy for enhancing the development message to potential donors

THE PERSON

Experience

Essential

- Experience of fundraising at a high level, as either Head or Deputy Head of Fundraising or equivalent
- Experience of major gift fundraising from individuals
- Wide experience of working with high net worth individuals
- Comprehensive knowledge of British charity law and tax law as it applies to charitable giving and inheritance law
- Comprehensive knowledge of data protection and the forthcoming legislation around GDPR
- Experience of using and maintaining relational databases
- Experience of managing and motivating staff and building and leading a team
- Experience of event management
- Experience of servicing committees comprising senior volunteers
- Experience of developing and implementing financial publications such as annual reports
- Experience of drafting, developing and implementing an ambitious and successful fundraising campaign

Desirable

- Experience of fundraising at a school, college, university or otherwise in the charity sector
- Full or Associate membership of the Institute of Fundraising
- Membership of the Institute of Development Professionals in Education
- Experience of the use of the telephone for fundraising and information-gathering
- Knowledge of grant-making Trusts and corporate giving
- Knowledge of the independent education sector
- Experience of working with high-profile individuals

Skills/Abilities

- Excellent diplomatic skills and an ability to present effectively in public to a variety of audiences
- Excellent budgetary control and office management skills
- Excellent drafting and writing ability
- Exceptional organisational skills with a keen eye for detail

Attitudes

- Empathy with the principles, ethos, aims and aspirations of independent schools
- Appreciation of the historical context around which the School has developed
- Understanding of the relationship between the School and its communities, including alumni

THE APPOINTMENT

The appointment is from September 2018.

Further details and applications forms are obtainable from the School website. Candidates are requested to submit a brief letter of application, together with the completed application form supported by a full CV, and the name and contact details of two referees as soon as possible and no later than **9:30am on Friday 1st June 2018**.

Interviews will be held w/c 18th and 25th June 2018.

We are committed to the safeguarding of children and enhanced disclosure screening will apply to this post.