



## **Head of Development**

### **JOB DESCRIPTION**

#### **THE SCHOOL**

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 240 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. This is a unique school where we combine dynamic teaching and learning with traditional expectations that are rooted in a long and proud history. RMS is committed to educating young women to be creative, enthusiastic and generous contributors to an ever-changing world. The introduction of a Head of Development to drive our fundraising ambitions, create a strong philanthropic dynamic and develop our alumni relations is key to the forward success of the school.

*Potential candidates are strongly encouraged to visit the school website [www.royalmasonic.herts.sch.uk](http://www.royalmasonic.herts.sch.uk) for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.*

#### **THE ROLE**

An opportunity now exists for an outstanding individual to provide leadership and imagination in establishing the development function at RMS for Girls. A completely new position, The Head of Development will have exceptional interpersonal skills and will be a significant ambassador for the school. The ability to engage high profile individuals, senior decision-makers and major donors is a key element of the role. He or she will play a major role in setting up the development function and therefore in the success of the school's plans, and is expected to work with commitment, intelligence and drive. A key element of the role is to encourage philanthropic giving in all its forms, at the same time as ensuring that those with links to the school remain connected and enthused by the school and its ambitions.

With previous experience of maintaining relational database and sound IT skills, the post holder will have the capacity to drive our fundraising ambitions, creating a strong dynamic both in the department and externally as well as developing our alumni relations.

## **JOB SPECIFICATION**

The main duties and responsibilities of the post holder include but are not limited to;

### ***Fundraising***

- Developing a deep understanding and appreciation of the ethos, vision and culture of giving at RMS
- Maintaining an excellent relationship with the Head, involving him in key donor meetings and managing his involvement in major gift activity
- Taking responsibility for developing a portfolio of major gift prospects and developing detailed solicitation plans and targets
- Working with the Head, Bursar and governing body to establish the school's fundraising strategy and increase philanthropic income
- Forming strong relationships with the most significant major donors and potential major donors
- Building a culture of giving at RMS through an effective regular giving programme
- Establishing, promoting, and sustaining a programme to maximise the great impact of legacy giving
- Delivering a creative and effective programme of stewardship events and communications in order to cultivate, solicit and steward major donors for significant major gifts

### ***External relations***

- Engaging as many of the RMS community with the school as possible, by keeping them informed of the school's progress and activities, and offering opportunities to get involved
- Developing strong relationships with the distinct but constituent parts of the RMS community, particularly the Old Masonic Girls Association (OMGA) and Friends of RMS. Actively bringing together all stakeholders to work collectively to meet the development needs of the School
- Cultivating strong relationships with colleagues within the school and establishing effective working relationships with the Senior Leadership Team
- Establishing a sound database, ensuring accuracy and management of data
- Setting up and managing the work of the development office. Continually motivating, supporting and encouraging the department to achieve at the highest level
- Managing the expenditure budget and work with the Bursar to ensure the work of the development office is delivered effectively in line with budgetary constraints
- Ensuring the appropriate systems are in place for gift administration, gift acknowledgement and stewardship of donors at all levels
- Preparing regular financial and analytical reports of giving for the bursar and relevant committees
- Ensuring all work and activities meet with the requirements of the Data Protection Act and other relevant legislation (including GDPR and the new Fundraising Regulator) General
- Undertaking any other relevant duties, as required by the Head

## **PERSON PROFILE**

The school seeks to appoint a person with significant experience of major gift fundraising, ideally, but not necessarily, within education. In addition, the holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community.

## **PERSON SPECIFICATION**

### Experience and skills:

The following are essential:

- The ability to take both a strategic overview and a hands-on approach to fundraising
- Excellent social, communication and presentation skills
- The ability to interact comfortably with donors, public officials, politicians, VIPs, alumni, parents, and with pupils and colleagues within the school
- Previous experience in setting up and managing a relational database
- Sound IT skills – MS Word, Excel & PowerPoint
- Ability to set and work to targets and deadlines
- Ability to manage and inspire a team and keep everyone focused on key priorities
- A strategic thinker with initiative, drive and proven leadership skills
- Proven track record of personally securing major charitable gifts

*The following are desirable*

- A minimum of two years' experience in fundraising, although candidates with relevant experience in other areas who can show they can fulfil key criteria will also be considered
- Educated to university degree level, or similar
- Proven experience of managing staff
- Previous experience of working in a school environment
- Experience of working successfully within strict financial controls
- An understanding of gift administration procedure and tax efficient giving opportunities in the UK and overseas Terms and Conditions
- Comprehensive knowledge of British charity law and tax law as it applies to charitable giving

### Personal Attributes:

The successful holder of this post will need to demonstrate that he/she:

- Has qualities of resilience, tenacity and outstanding professional integrity
- Uses their initiative and ability to prioritise one's own work and make informed decisions.
- Is able to work in collaboration with Head, Senior Leadership Team, external agencies and representatives of the wider School community.
- Has the ability to work flexibly to meet deadlines and respond to unplanned situations.
- Is efficient and meticulous in organisation.
- Demonstrates a commitment to enhance and develop their skills and knowledge through CPD.
- Is committed to the highest standards of child protection and safeguarding.
- Recognises the importance of personal responsibility for health and safety.
- Demonstrates an affinity with and understanding of the ethos and values of the school

## **TERMS OF EMPLOYMENT**

The terms of employment include:

- 40 hours per week, 52 weeks per year
- Salary of £43,976 (SL6) to £54,274 (SL9) depending upon experience/qualifications
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open

## **DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

## **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

## **Revision of Job Description**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.