



Development Manager

Appointment Brief

Closes 21 July 2017

One of the top co-educational schools in the country



A photograph of the Caterham School archway, which is a large, ornate metal structure with the school's name and crest. The archway is set against a blue sky with white clouds. In the background, the school building is visible, featuring a red-tiled roof and white walls. The archway is supported by a brick wall on the left side.

Applications are invited for the post of Development Manager

Responsible to: Headmaster;

Works in collaboration with: Director of Marketing and Communications

Salary: £40,000 - £45,000 (based on qualifications and relevant experience)

Specific Aims:

To create, manage and sustain, a long-term fundraising and development strategy in line with the strategic vision of the School that will build a continuous culture of giving and, in so doing, generate the necessary additional income to fund the School's Bursary, building development and other plans.

- ♦ To seek out, develop and maintain relationships with alumni, parents, staff, the business community, charitable trusts, foundations and others who share an interest in the School's continued development; seek funds from them, and ensure that the School can demonstrate positive outcomes from their giving, to cultivate them to give again and/or regularly, and encourage others to do the same.

Main duties:

Strategic Development

- ♦ Support the Headmaster with the development of a ten year strategic plan which encompasses fundraising opportunities.
- ♦ Research, develop and implement a strategic fundraising plan in relation to the School's capital building projects, bursaries, and other funding needs, in conjunction with the Headmaster, Senior Leadership Team, Trustees and President of the

Caterham School Society.

- ♦ Head up the Development function and communicate its aims, purposes and outcomes, as appropriate, throughout the School community including to pupils, parents, former pupils and parents and the wider commercial and donor community.

Income Generation

- ♦ Cultivate relationships with donors and prospects, actively networking at School or other appropriate events. Develop strategies and approaches that will bring donations to the School either through direct solicitation or by facilitating others in helping to secure the gifts indirectly.
- ♦ Identify, cultivate and solicit individuals for a major donor programme and ensure stewardship programmes are in place.
- ♦ Develop new income streams which can be specifically targeted to different interest groups; grow regular giving opportunities; consider an annual fund, bursary fund, legacy programme and other forms of support, in addition to attracting major gifts.
- ♦ Ensure that appropriate donor recognition programmes are established and ensure appropriate acknowledgment and thanks are conveyed to supporters.
- ♦ Work closely with the Caterham School Society President and constituent elements.
- ♦ relationships between themselves and the School.
- ♦ Work with and stimulate the Old Caterhamians Association (in conjunction with the Alumni Officer) so that they provide the required level of activity and events necessary to foster deepening relationships between themselves and the School.

The Role continued...

- ◆ Work pro-actively with the Alumni officer to devise and implement strategies to increase the number of former pupils, parents, prospective parents and supporters, about whom information is held.
- ◆ Work closely with the School's Parents' Association (in conjunction with the Events and Communications Officer) to secure, promote and develop their support for the School's fundraising and development aims.
- ◆ Organise and co-ordinate events, both onsite and occasionally in London/ UK venues.
- ◆ Pursue all outstanding pledges.
- ◆ Undertake (subject to fundraising regulations) research to identify and qualify major donor prospects among parents and alumni.
- ◆ Segment the alumni population as well as other constituencies (trusts, corporates, other individuals) with a view to creating appropriate strategies for identification, involvement and solicitation.
- ◆ To understand and promote all types of tax-efficient donation in the UK and overseas, and manage the process of tax reclamation efficiently in conjunction with the Finance Bursar.

Management and administration

- ◆ To oversee the management and utilisation of the database.
- ◆ Ensure that the records on School database for former pupils, donors, parents, staff, prospective parents and other supporters, are maintained

accurately and efficiently and that data remains consistent across the database.

- ◆ Regularly cleanse data to remove failed addresses and remove duplicate entries on alumni database to minimise returns.
- ◆ Create office systems to support all development projects and operations, which will involve supervising donor and gift record-keeping; the creation and maintenance of a gift entry process fully utilising the capabilities of the software package e.g. 'Raiser's Edge', and managing the pledge acknowledgement and reminder process.
- ◆ Process and record donations and Gift Aid declarations in database.
- ◆ Manage the day-to-day activities and budget of the Development Office.
- ◆ Ensure that ongoing prospect research and computerised record-keeping provide optimum support to the broader development, fundraising and marketing efforts.
- ◆ Work in close liaison with the Marketing & Communications activities of the School to ensure that the School's profile and brand identity through internal and external communications, publications and the overall look of the website, achieve a coherent and consistent message with regard to development and fundraising.
- ◆ Routinely prepare financial and analytical reports on all sources of income including direct debits, standing orders, Gift Aid collection etc.
- ◆ Provide regular reports to Trustees as required
- ◆ Remain well informed on developments in fundraising practice and ensure best practice is followed.



The Role continued...

- ◆ Remain well informed on developments in fundraising practice and ensure best practice is followed.
- ◆ Maintain data standards, including adherence to the Data Protection Act and General Data Protection Regulations, Codes of Fundraising Practice and Fundraising Regulator.
- ◆ Ensure activities at the School are consistent with Charity Commission requirements and other relevant legislation.

Other

- ◆ Take responsibility for promoting and safeguarding the welfare of the children and young people in school.
- ◆ Undertake any other reasonable duties that may be assigned from time to time by the Headmaster.

Skill's and Qualifications:

The successful candidate will have:

- ◆ A knowledge of contact management systems.
- ◆ Experience in working in a communications based role.
- ◆ Experience in managing events.
- ◆ The ability to be self servicing in relevant software e.g. Word, Excel, Outlook, PowerPoint; Publisher.

It would be desirable to have:

- ◆ Previous experience in fund raising.
- ◆ Experience working with Raiser's Edge or similar.
- ◆ Degree qualification or equivalent .

Personal Attributes:

- ◆ The successful candidate will have:
- ◆ Persuasive written and oral communication and negotiation skills.
- ◆ The ability to work with both the immediate and wider team of staff across the School to facilitate events.
- ◆ The ability to represent the organisation effectively in writing, meetings and presentations.
- ◆ Excellent organisational skills with a thorough attention to detail.

General

- ◆ A flexible approach to hours and duties.
- ◆ The desire to work in a changing and challenging environment.
- ◆ Sympathetic to the aims of the School.
- ◆ understanding of the independent sector and boarding school environment.

Salary will be commensurate with skills and previous experience. This post is a full time role and will involve working some evenings and weekends.



The School

One of the top co-educational schools in the country

Caterham School is one of the leading co-educational HMC schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators,

confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding Christian principles and values.

All round the campus you will see signs of our confidence in the future with our modern Sports Centre and all-weather pitch, recently refurbished boarding accommodation, new assembly hall and theatre, and state of the art IT facilities. In 2008 we built a new North Wing to provide improved facilities for Sixth Form pupils and new facilities for the Health Centre. In 2013 we added two more science labs to bring the total to fifteen. All this situated on 200 acres in the beautiful, wooded Harestone Valley.

Caterham School enjoys an enviable reputation for producing highly successful individual and team performances in a wide range of sports.

Excellence is pursued wholeheartedly (with many pupils achieving county, national and international representative honours), but the aim is also to cater for every pupil, at his or her own level of ability and enthusiasm.

The co-curricular programme is extensive and covers a wide range of activities including, but not limited to: music, drama, dance, Duke of Edinburgh's Award, languages, circus club, science, outdoor pursuits, go-karting, kit car club, chess and Warhammer.



Latest News

CATERHAM'S TEEN TECH NATIONAL WIN!

Caterham School's Teen Tech team have been announced as national winners at a special ceremony at Buckingham Palace. The three-strong team were chosen as overall national winners for their design and prototype of 'SensoSafe' – a bike light that also detects vehicles approaching the cyclist from behind, alerting them to the potential danger. The young engineers were presented their award by HRH the Duke of York.

Teen Tech is a national competition that invites entries from across the UK in a multitude of different STEM disciplines. The event recorded its highest ever number of entries this year with an astonishing 1400 groups putting forward their innovative ideas.

NEW CENTRE FOR THE PERFORMING ARTS

Caterham School's new Centre for Performing Arts was officially opened by film and theatre actor and director Simon Callow CBE. The ceremony was opened by pupil musicians Hero Shimoji and Anastasia Kedrina who were followed by speeches from the Headmaster Ceri Jones and senior drama pupils.

OXFORD AND CAMBRIDGE PLACES SECURED

13 Sixth Form pupils from Caterham School received offers from Oxford and Cambridge Universities (Oxbridge) in the last year, taking to 49 the total Caterham pupils studying at the world-leading universities in the last three years alone. This year's results from Caterham saw the school

achieve an application-to-offer ratio of 57%, three times the national average

APPLE ACCOLADE

Caterham School has once again been recognised as a leading school for its application of technology in teaching and learning. The School is one of only a handful of schools in the UK to be formally accredited as an Apple Distinguished School.

The School has established a best practise programme to integrate the use of iPads by all students alongside traditional teaching methods. Since the launch of the programme, the School has received interest and visitors from across the globe, keen to learn from Caterham's experience and success.

BRITISH ASTRONAUT VISITS CATERHAM SCHOOL

Britain's First Astronaut, Helen Sharman OBE, visited Caterham School to inspire young scientists and share her experiences of space. Helen was the British person to go into space when she stayed on the MIR space station and remains the fifth youngest person to travel to space.

In the first of two packed-out talks at Caterham School, Helen addressed pupils who were full of questions about life in space. Helen's young audience was gripped as she explained complex science in an accessible and inspiring way; she also peppered her talk with anecdotes about life in space including how astronauts eat dinner, go to bed on the ceiling and even use a special space toilet!

For more news from Caterham School visit www.caterhamschool.co.uk



The Application Process



Please complete an application, containing a supporting statement, online via the school website at:

<http://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/>

If you have any queries, please contact Johanna Field at hr@caterhamschool.co.uk or call 01883 335055

If posting documents please send to:

The Head of HR,
Caterham School,
Harestone Valley Road,
Caterham, Surrey,
CR3 6YA

The closing date for applications is 21 July 2017.

The School reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

www.caterhamschool.co.uk

INSPIRING EDUCATION FOR LIFE

Benefits

We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Continuous Professional Development

All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students.

Child Care Voucher Scheme

A tax saving scheme for parents administered by Faircare. For employed staff, no qualifying length of service. The provider must be OFSTED registered. Further details available from the HR Department.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Fee Remission

Discount available on school fees. Please contact the HR department for full terms and conditions.

Pension Scheme

Teachers Pension Agency Scheme or Legal and General Stakeholder scheme as appropriate.

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Car Parking

Free on campus parking. Staff members must provide their name and registration number to the Bursary. Any permanent change of vehicle must be reported.

Free meals whilst on duty

Includes breakfast, lunch and dinner during term time, and where available during the school holidays. Also extends to hot beverages and newspapers.

Subsidised 'Flu vaccinations

Provided on school premises on an annual basis.

Discount in School Shop

A 5 per cent discount on purchases.





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