



JOB DESCRIPTION

Development Manager

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 Development Manager 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.rmsforgirls.org.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

A completely new position, the Development Manager will have exceptional interpersonal skills and will be a significant ambassador for the school. The ability to engage high profile individuals, senior decision-makers, alumnae and major donors is a key element of the role. Reporting to the Head, The Development Manager will be responsible for meeting the School's fundraising aims in order to support our bursary programme and capital project objectives. The cultivation of potential and current donors at all levels will be at the core of the role, with relationships developed through carefully tailored and compelling messages. Whether through direct approaches to individuals or large-scale events, the Development Manager will create a culture of giving amongst our stakeholders which results in consistent philanthropic giving. With line management accountability for the Development Administrator you will be responsible for establishing a comprehensive and effective Development function, sound and effective database management and efficient administration systems to support the School's fundraising activities.

JOB SPECIFICATION

The Development Manager will oversee fundraising and development activities. Working closely with senior management and the School's Marketing team as well as liaising with alumnae (OMGA), governors and trustees, the successful postholder will develop strong relationships among the whole school community through relevant communications, events and management.

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

Development and 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 write and maintain 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
- Raising awareness and profile of fundraising and foster a culture of giving to the School
- Delivering a creative and effective programme of stewardship events and communications in order to cultivate, solicit and steward major donors for significant major gifts

Communications and Events

- 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
- Identify opportunities for and establish a programme of fund raising events and receptions throughout the year
- Develop a programme of effective fundraising communications for internal and external audiences, encompassing the web site and electronic and printed materials

Administration and Data

- 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)
- Undertaking any other relevant duties, as required by the Head

PERSON PROFILE

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;

- Sound IT skills – MS Word, Excel & PowerPoint
- 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
- Ability to work independently
- Excellent time management, organisational and administration skills
- Accuracy and strong attention to detail

The following are desirable

- Previous experience of working in a school environment
- IT & Social Media literacy, particularly in MS Office
- Experience in event management
- Educated to university degree level, or similar
- Proven experience of managing staff
- 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:

- Uses their initiative and ability to prioritise one's own work and make informed decisions
- Is able to follow direction and work in collaboration with line manager and the Senior Leadership Team
- 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:

- 24 hours per week, (52 weeks per year), to include all staff INSET
- Year Round/ Term Time negotiable, to be agreed in discussion
- Salary £44,856 (SL6) to £55,359 (SL9) pro rata 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.