



## JOB DESCRIPTION

### DEVELOPMENT MANAGER

#### DEVELOPMENT TEAM, DEVELOPMENT AND EXTERNAL RELATIONS DEPARTMENT

#### MAIN PURPOSE OF JOB:

Reporting to the Head of Development, to manage the day-to-day administration of the School's engagement, fundraising and stewardship activities.

#### MAIN DUTIES:

##### Engagement, Fundraising and Stewardship

- To manage the day-to-day delivery and administration of the Development Team's engagement activities, with line management responsibility for the Development Assistant.
- To manage the day-to-day delivery and administration of the Development Team's fundraising and stewardship activities and record keeping, with line-management responsibilities for the Development Officer and Development Assistant.
- To hold responsibility for delivering those activities within agreed budgets, as determined by the Head of Development.
- To organise, manage and deliver the team's programme of Alumni events - both in-person and virtual - including regional dinners, lunches, reunions, Zooms for international Alumni and special interest events, overseeing the work of the Development Assistant in conjunction with those tasks.
- As directed by the Head of Development, to ensure the successful planning and delivery of the events and communications relating to the Bolton Connect Network, working with them to develop its reach and thus impact upon the engagement and cultivation of Alumni and prospective donors.
- To organise, manage and deliver the team's programme of fundraising and stewardship events, including the annual Benefactors' Reception and the Parent Vision events, overseeing the work of the Development Assistant in conjunction with those tasks.
- To manage the administration and facilitation of the Old Boltonians' Find Your Path mentoring scheme for young Old Boys and the Old Girls' Association's Steps to Success mentoring scheme for young Old Girls.
- To manage the delivery and administration of the Alumni Ambassadors scheme.
- To manage the successful delivery of the department's annual Alumni of the Year Awards - the marketing, nominations and voting processes, and the celebration event for award winners - in order to maximise engagement with Alumni and with pupils and staff within the Divisions.
- To support the Head of Development with the continued evolution and development of the Graduway 'Bolton Alumni Network' site, in order to build a strong and vibrant community of engaged Alumni who are willing to offer their support to the School, overseeing their management of the Development Assistant regarding the administrative processes that work necessitates.
- To plan and execute the preparation and delivery of the annual Giving Report mailing to donors and volunteers.

- As directed by the Head of Development, to oversee the execution of all communications relating to the School's fundraising campaigns and appeals, including the annual Class Reunion and May appeals.
- To plan and deliver the team's programme of regular stewardship and engagement phone calls.
- To be responsible for ensuring the resolution of all Alumni enquiries, through oversight of the work of the Development Assistant, and to build face to face rapport and relationships with Alumni at events and on ad hoc school visits and tours.

### **Overarching**

- To comply with and promote the Foundation'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 other persons.
- To be familiar with relevant policies and procedures and to take responsibility, where appropriate, for promoting and safeguarding the welfare of the children and young people in School.
- To keep up to date and comply with best practice and current legislation in fundraising, alumni relations, data protection and careers and enrichment delivery, and develop new ideas by networking with development professionals working elsewhere.
- To work flexibly as is necessary within a small team, including attending events held at evenings and weekends, both at the School and around the country.
- To carry out any other reasonable duties as may be required from time to time by the Head of Development within the context of the job, or by the Head of External Relations within the context of the work of the wider External Relations department.



**BOLTON**  
SCHOOL

**PERSON SPECIFICATION**

**DEVELOPMENT MANAGER**

**DEVELOPMENT TEAM, DEVELOPMENT AND EXTERNAL RELATIONS DEPARTMENT**

<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
Educated to degree level or equivalent	E	Application Form
<b>KNOWLEDGE/EXPERIENCE/SKILLS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Proven experience of establishing and managing positive individual relationships, face to face or over the telephone/via video conference, with alumni, clients or donors.	E	Application Form/ Interview
Proven experience of fundraising, preferably in an educational environment.	D	Application Form/ Interview
Proven experience of community building and engagement, using both face to face and virtual activities	E	Application Form/ Interview
Experience of identifying and successfully applying for funds or attracting new clients/business.	D	Application Form/ Interview
Experience of, and proficient in, Microsoft Office and Adobe suite software.	E	Application Form/ Interview
Experience of, and proficient in, software to enable photo and video editing, the facilitation of virtual meetings and events and graphic design.	D	Application Form/ Interview
Practical working knowledge of relationship management databases, preferably The Raisers Edge.	E	Application Form/ Interview
Proven experience of successful event planning and management – both in-person and virtual - including budget responsibility and operational delivery	E	Application Form/ Interview
Experience of project management	E	Application Form/ Interview

Proven experience of writing high-quality copy and of publication design/production, working to tight deadlines.	E	Application Form/ Interview
Experience of managing a budget	E	Application Form/ Interview
Experience of using social media in a professional context	E	Application Form/ Interview
Experience of line-managing staff or volunteers	E	Application Form/ Interview
Knowledge of current data protection legislation, and its implications for both fundraising and alumni relations	E	Application Form/ Interview
<b>PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Excellent research and analytical skills.	E	Application Form/ Interview
Positive, pro-active attitude, with a strong attention to detail	E	Application Form/ Interview
High-level verbal and written communication skills.	E	Application Form/ Interview
Motivated and able to manage own priorities, working on concurrent projects, delivering high-quality results to meet agreed deadlines.	E	Application Form/ Interview
Excellent interpersonal skills and proven ability to establish and maintain good relationships with a diverse range of people.	E	Application Form/ Interview/References
Able to work and deliver under pressure and problem solve with confident and effective decision making skills.	E	Application Form/ Interview
Diplomatic and discreet with experience of dealing with sensitive and confidential matters.	E	Interview/References
Willingness to work flexibly on occasions.	E	Interview/References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview/References



## TERMS AND CONDITIONS

### DEVELOPMENT MANAGER

#### DEVELOPMENT TEAM, DEVELOPMENT AND EXTERNAL RELATIONS DEPARTMENT

<b>SALARY</b>
<p>The salary will be based on point 24 on the Bolton School Support Staff Salary Scale. This is currently £35,411 per annum (pay award pending for September 2026).</p>
<b>HOURS OF WORK</b>
<p>35 hours per week, between Monday and Friday, all year round. The normal hours of work will be 8.30am until 4.30pm with one hour unpaid meal break per day. On occasion, attendance at events in the evening and at weekends will also be required.</p>
<b>HOLIDAY</b>
<p>20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays</p>
<b>LINE MANAGEMENT</b>
<p>Head of Development</p>
<b>PENSION</b>
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
<b>OTHER BENEFITS</b>
<ul style="list-style-type: none"> <li>• Lunches will be provided free of charge on campus.</li> <li>• Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).</li> <li>• Life Assurance cover up until the age of 65.</li> <li>• Access to a free Employee Assistance Programme.</li> <li>• Training and development opportunities will be offered.</li> <li>• Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.</li> <li>• In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.</li> <li>• Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.</li> <li>• Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.</li> <li>• Ride to Work Scheme available.</li> <li>• Electric Car Scheme available.</li> <li>• Warm and friendly community.</li> </ul>

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six-month probationary period.