



Lancing College

Senior School & Sixth Form



**DEVELOPMENT DIRECTOR
LANCING COLLEGE**

INFORMATION FOR CANDIDATES



Development Director

DEPARTMENT: MARKETING, ADMISSIONS AND DEVELOPMENT

RESPONSIBLE TO: Executive Director of External Relations in conjunction with the Head

RESPONSIBLE FOR: Events Manager and Co-ordinator, Alumni & Donor Relations Manager and Marketing Campaign Manager

This is a unique opportunity for an ambitious Development professional to join Lancing College in this important senior management role. With the full backing of the Head Master, Governors and the Lancing community and using the momentum of recent campaign success and anniversary celebrations, the new Director will be ideally placed to draw up a roadmap for the fundraising and alumni engagement strategy for the next decade.

Lancing College has a strong reputation for the high quality and engagement of its alumni, (known as OLs) and parent community. The Foundationers campaign was formally created in 2017, and wider events programme has since achieved national reputation under the leadership of Head Master, Dominic Oliver. In the last 8 years, we successfully executed two significant campaigns, which lead to an impressive £1.25 million in donations to complete the West End of the Lancing College Chapel and £6.3m to fund over 50 students through the College as recipients of the 110% Foundationer awards. The Foundationers programme is now in its second phase of fundraising. Our approach to development is thoughtful, tailored and individualised, and as a result, is highly successful.

Lancing College recently celebrated its 175th anniversary, a milestone in a rich history marked by tradition, excellence, and a global community of influential OLs.

With a distinguished list of alumni who have made their mark across diverse fields, the school has long been a place where potential is nurtured, and ambition thrives. Today's students are continuing this legacy, gaining places at leading universities both in the UK and internationally. As the OLs of tomorrow, they show every promise of success. Fostering their lifelong connection to the College is vital as they leave Lancing and ensuring that they carry its spirit and values with them out into the world.

THE APPOINTMENT

From January 2026, Lancing College is seeking to appoint a passionate and strategic Development Director.

In this role, the post holder will be the primary College link to The Lancing College Society, which brings together a wide range of individuals and organisations with a shared goal of engaging with and supporting the College. This community includes: The OL Club, The Lancing Parent Association, The Friends of Lancing Chapel, The Foundation Council as well as people and organisations from the local community. The aim of the Lancing Society is to provide a central resource and platform, which supports co-ordination and communication for all groups.



This includes providing news to members about the College, organising events, providing networking opportunities for members and maintaining the central database for membership.

The Development Director will work closely with the Director of External Relations and new Head Master, taking overall responsibility for securing donor funds. They will identify and prioritise potential sources of funds, including current and former parents, OLs and other potential donors. With the support of our Governors, Head Master, Senior Executive Team and engaged alumni, all of which are committed to building philanthropic success, this senior position requires an individual with vision, creativity, strategic thinking and the ability to engage with the school's various stakeholders to support the continued success and growth.

Within the community there are 8,000 OLs between 18 – 100+ years of age living across the globe. The successful candidate will understand and embrace the special character of Lancing College and will think creatively when developing a fundraising strategy that reflects the school's values, ethos and strong sense of community.

KEY RESPONSIBILITIES:

- To plan and deliver fundraising campaigns to achieve the school's development goals, including the highly regarded Foundationers Programme, and capital projects ensuring alignment with the school's strategic objectives.
- To work closely with the Head Master and Executive Director to coordinate a strategy for a major donor programme.
- To lead the development of compelling cases for support and trust applications.
- To maximise engagement in activities and fundraising across the wider Lancing Society to include the OL Club, Lancing Parents Association, Friends of Lancing Chapel and Lancing Prep School communities.
- To maintain the OL Club as a strong and mutual partner in the College's objectives and provide support to the OL Club and its Chair.
- To support the Lancing Foundation Council and its new Chair, whose purpose is to lead by example in encouraging and promoting financial support for the aims of the College.
- To support the Lancing Parents Association in its work across the College.
- To lead the annual programme of Development events collaborating with the Executive Director and other relevant stakeholders within the College.
- Working with the Executive Director and Head Master to develop and deliver a programme of Head Master's lectures.
- To support the College Careers programme 'My Future' through maintaining links with OLs and identifying new contacts of interest.
- To track and report on fundraising key performance indicators (KPIs) and income targets.
- To regularly report on the progress of development fundraising initiatives to the Head Master and Governors providing insights and recommendations for continuous improvement.
- To take overall responsibility for the College's Raiser's Edge database ensuring that all donor information is up-to-date and managed effectively.



- To ensure the alumni and donor presence on the College website, publications and social media is up to date and relevant to the target audience.
- To manage the department's budget in accordance with the College's financial regulations ensuring that resources are used efficiently and within budgetary constraints.
- To act as an ambassador for fundraising internally to create a culture whereby all staff understand and appreciate the value of fundraising initiatives.
- To foster and maintain excellent relationships with the College's stakeholder groups to ensure ongoing support for the College's development goals.
- To work with former Director, Catherine Reeve who leads the 1848 Legacy Society, to inform and develop the College Legacy programme.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed. The Development Director will be required to support the Head Master in any work reasonably required to support the operation of the school.

SUCCESS IN THE ROLE WILL BE MEASURED BY:

- The quality and extent of engagement across the Lancing Society.
- The effectiveness and engagement in fundraising campaigns.
- The amount of funds raised measured across major donors, wider giving and new donors.
- The management and enhancement of key relationships as well as key relationships across the internal Lancing College community.
- The co-ordination of a programme of high-quality events.

PERSON SPECIFICATION:

The successful candidate will be an emotionally intelligent individual who understands that it is relationships, not transactions, that drive results. This post would suit somebody who believes in the transformative power of education.

SKILLS:

- Ability to demonstrate development and delivery of strategic fundraising objectives.
- Previous experience of successfully leading sizeable fundraising activity through managing donor pipelines and stewardship journeys.
- Experience of working with a range of stakeholders to generate support.
- Excellent interpersonal skills, tenacity and the ability to build and maintain strong relationships.
- Outstanding written and oral communication and presentation skills.
- Ability to express ideas clearly, persuasively and passionately.
- Ability to present and represent the College's fundraising initiatives effectively to different audiences.
- Ability to inspire others and bring out the best in their team.
- Ability to work collaboratively and respectfully with others.
- An understanding of key fundraising principles including Gift Aid, General Data Protection Regulation (GDPR) compliance and the Code of Fundraising Practice.
- A motivated individual who can deliver projects to an excellent standard.
- Good financial acumen.
- Experience with Raiser's Edge (or other donor management) software is advantageous, if not a willingness to learn how to make best use of this software.



TERMS AND CONDITIONS

- The starting salary will be commensurate with the experience of the successful candidate.
- Hours of work will be 40 hours per week, 08.30 – 17.30 Monday to Friday with one-hour unpaid lunch. Some flexibility is required as there will be occasions where the post holder will have to lead events and meetings offsite in London and overseas.
- Some weekend working may also be required. Time off in lieu arrangements will be agreed with your line manager.
- Holiday entitlement is five weeks per annum, which must be agreed in advance with the Line Manager, plus recognised Public Holidays, unless they fall during term time when they are treated as normal working days and time off in lieu will be given. Current practice sees the school closing between Christmas and New Year and these days are in addition to the annual holiday entitlement.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- As may be consistent with the entry conditions of the School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing College for the payment of 33.33% of the appropriate fees. Means-tested fee remissions for additional children subject to the availability of places may be applied for. In addition, and as may be consistent with the entry conditions up to two children may be educated at Lancing Prep at Worthing for the payment of 50% of the appropriate fees.
- Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. This remission does not apply to care outside School terms. At Kindergarten and Nursery level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time employees or employees who do not work the full year (for example, term time only employees), any fee remission will be pro-rata to the employee's weekly hours and to the number of weeks worked – it is assumed that a full week is 40 hours, and a full year is 45.4 weeks.
- The employment will be subject to a twelve-month probationary period. One month's notice is required on each side to terminate this contract during the probationary period, after which three months is required.



About Lancing College

Lancing College, which is part of the Woodard Corporation (which now consists of 17 independent schools and 6 academies), stands in an impressive and spacious downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to work.

The College is friendly, ethical, vibrant, and outward-looking. We act with integrity and treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity and marital status. We particularly encourage applications from under-represented groups.

The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions.

The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50. There are ten houses (seven boarding houses, and three day houses). The College was awarded a Significant Strength (the highest accolade under the new Independent Schools' inspection framework) for Pastoral Care in the October 2023 ISI inspection.

The school roll currently stands at its largest for many years with 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has 277 day pupils on roll at Lancing Prep at Hove and 214 day pupils on roll at Lancing Prep at Worthing. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A* - B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Headmaster, Mr Dominic Oliver, has been in post since September 2014. He takes up a new position as Head of Oundle School from September 2025. Dr Scott Crawford, Deputy Head at Magdalen College School has been appointed to replace him.

The Bursar, Mr Mark Milling, has been in post since August 2013.



Further Information

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.

APPLICATION PROCEDURE

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website www.lancingcollege.org.uk. Please send any emails to recruitment@lancing.org.uk

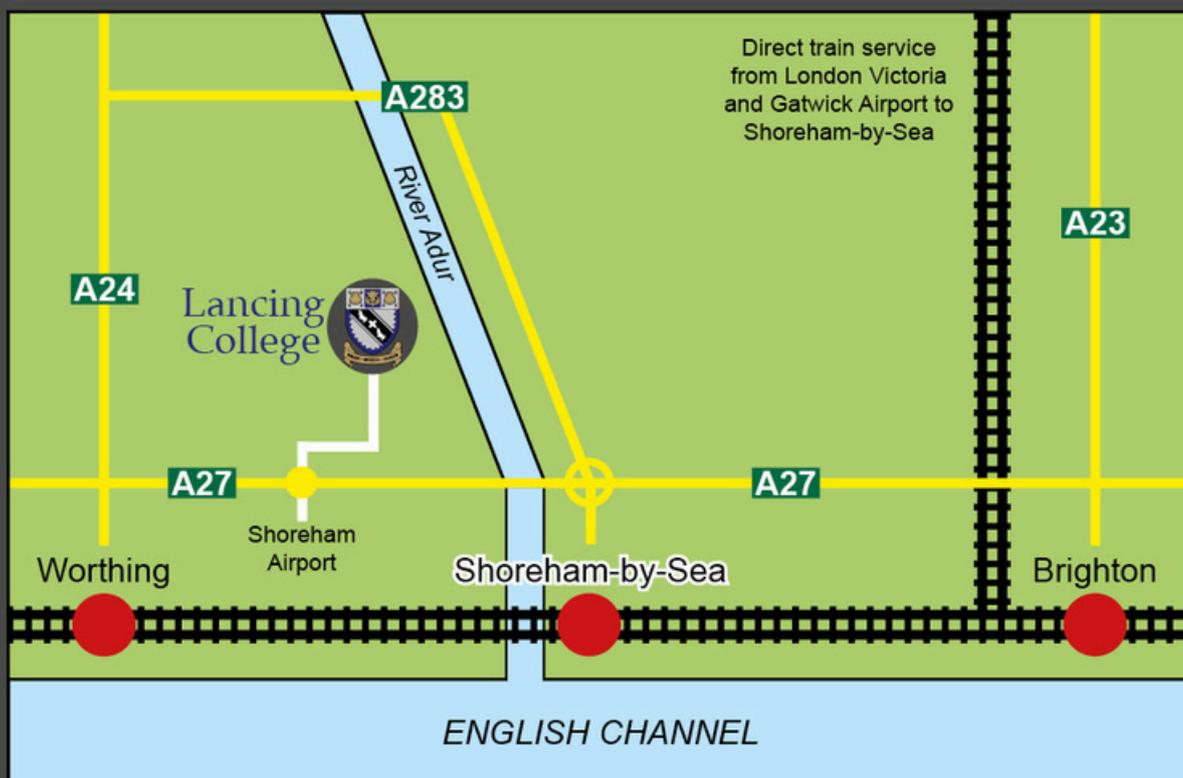
A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

Informal conversations about the post may be arranged with the Executive Director of External Relations, Diana Cree dec@lancing.org.uk

Closing date: Friday 18 July 2025
Interviews: early August

The College reserves the right to call individuals to interview and appoint prior to the closing date for applications. Early applications are advised.

HOW TO FIND US



Lancing College is clearly signposted from the roundabout north of Shoreham Airport on the A27. Taxis are available from Shoreham-by-Sea Station.

For further enquiries about this position
or the application process, please contact:

Human Resources

E recruitment@lancing.org.uk T 01273 452 213

LANCINGCOLLEGE.CO.UK