



The Cardinal Vaughan Memorial School
Sunday Times comprehensive school of the year

Development and Alumni Relations Manager

Salary: £37,000 – £50,000

Hours: 35 per week full-time plus occasional overtime. Flexible working hours will be considered and applicants are welcome to contact the Headmaster to discuss the possibility.

We are seeking a self-motivated and enthusiastic individual to drive the fundraising and alumni engagement of one of the UK's leading state schools. Building on our history of philanthropy and our successful £7 million campaign, there is significant potential for the right candidate to make their mark and achieve results.

Located in Holland Park, supporting around 1,000 pupils aged 11 – 18 years, this school is leading the way in state school fundraising and alumni network development. In 2014, the school coordinated the largest fundraising effort undertaken by any state school in the UK, raising £7 million for major developments.

At this critical time for state education, we are seeking a Development and Alumni Relations Manager to drive and develop exciting fundraising strategies which will take our efforts to the next level across the wider community.

This role is a senior position and reports directly to the Headmaster. It will require work at events outside of normal hours on occasion.

HOW TO APPLY:

Applicants are asked to submit an application form and a supporting statement addressed to the Headmaster, Paul Stubbings, by 1pm on Friday 18 August 2017. These forms are available on our website www.cvms.co.uk or can be requested by emailing the Headmaster's PA, Hannah Staff, at hmpa@cvms.co.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS disclosure.

Diocese of Westminster

