

JOB DESCRIPTION

Job Title	Development Officer (Administration and Events)
Department	Development Office
Reports to (Job Title)	Director of Development
Location	Development Office, 6 Horton Crescent

JOB PURPOSE

To be responsible for providing high level administrative support to Rugby School's fundraising activity and personal assistance to the Director of Development and to organise fundraising and stewardship events.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Administration and Office Management

- Provide professional administrative (PA) support to the Director of Development including dealing with correspondence, using initiative to recommend or take action, managing the diary and making all arrangements for travel.
- Organise individual and group meetings on behalf of the Director and the Chairman of the Board both in School and elsewhere, liaising with key individuals and developing working relationships with their support staff.
- Responsibility for managing the process and schedule of communication with all donors, including formal reporting, to ensure regular contact and appropriate stewardship.
- Provide comprehensive support to the Board of the American Friends of Rugby School, the Scottish Friends of Rugby School Committee and the Canadian Friends of Rugby School including drafting board papers and supporting their annual fundraising appeals.
- Support the activities of the Hong Kong Friends of Rugby School through liaison with the Board members and Secretariat Services in Hong Kong.
- Manage the day to day running of the office systems, including responsibility for devising, implementing and monitoring office procedures.
- Organise and record action from the weekly team meetings.
- Manage the Development Office work planner (Asana) on behalf of the whole team, updating weekly and chasing action.
- Support the Head of Campaigns with administrative tasks.
- Anticipate Development Board and School Committee meetings, organising venues in London and elsewhere, drafting papers and minutes, and overseeing follow-up action to ensure that business progresses between meetings.

Arnold Foundation students and recruitment

- Support the termly process of securing and recording appropriate updates from current and former Arnold Foundation students.
- With the Senior Arnold Foundation Tutor, draft annually the Arnold Foundation student booklet for students and the information booklet for partner organisations.

Events

- Manage the preparation, organisation, administration and follow-up of fundraising, stewardship and reunion events for the Development Office and the Arnold Foundation for Rugby School in Rugby, London, Edinburgh and occasionally elsewhere in the UK.

- Liaise internally within the School (with the Head Master, the Deputy Head and Hms), and the Rugbeian Society, and externally with the Chairman and Board members of the Foundation, hosts and sponsors in order to manage all appropriate practical arrangements.
- Identify appropriate venues, negotiate terms for contracts and manage event budgets.
- Prepare and send out pre-event publicity and invitations.
- With the Development Officer (Data and Gift Administration), maintain database records for all events and deal with correspondence and special requests.
- Ensures that all events activity comply with the procedures and processes laid down by the Senior Research Officer and with GDPR and PECR.
- Send confirmation notices to attendees, designs and prepares event programmes, badges, name places for dinners. Attend on the day.
- Prepare and send follow-up documentation and progress chase all follow-up action especially as that relates to donations and fundraising after the event.
- Provide comprehensive assistance and support to overseas events organised by the Hong Kong and American Friends of Rugby School including promoting events, sending invitations and follow-up, and dealing with feedback.

Other duties

- Take initiative and seeking ways to keep up to date with School activities.
- Represent the Arnold Foundation and the School at Development Office events in London, Rugby and elsewhere.
- Undertake other such duties as may be required from time-to-time as directed by the Director of Development.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

N.B. the job description must be viewed as a flexible document to be developed in line with the emerging needs and priorities of the School and by negotiation and agreement with the Director of Development.

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • Members of the Development Team • Head Master • Deputy Head (Pastoral) • Arnold Foundation Tutors • Arnold Foundation students 	<ul style="list-style-type: none"> • Members of the Arnold Foundation and Development Boards, sub Committees, the Scottish, American and Hong Kong Friends of Rugby School Boards • Former students (Rugbeians) • Rugby Parents • Arnold Foundation Guardians

ORGANISATIONAL CHART



PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	Graduate or similar.		Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	Excellent organisational skills with ability to manage own workload and meet deadlines. An outstanding level of attention to detail and accuracy. Confident and able to deal well with individuals and organisations at all levels both face to face and on the telephone.	Some knowledge of fundraising or relationship marketing. Experience of using the Raiser's Edge database. A working knowledge of GDPR and PECR.	Contents of the application form. Interview. Professional references.
Skills	Excellent administrative and numeracy skills. Excellent communication and drafting skills. Excellent telephone manner. Good time management skills. Ability to win and build confidences from senior colleagues.		Contents of the application form. Interview. Professional references.
Knowledge	Competent in the use of word processing packages, databases, spreadsheets, electronic mail and the Internet.		Contents of the application form. Interview. Professional references.

<p>Personal competencies and attitudes</p>	<p>Demonstrable commitment to this role and Rugby School.</p> <p>An enthusiastic attitude and a willingness to contribute ideas.</p> <p>Flexible, willing, responsible and reliable.</p> <p>Ability to take initiatives.</p> <p>Personal sensitivity and tact.</p> <p>Enjoy working independently and as part of a team.</p> <p>The ability to work, occasionally, out of hours.</p> <p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
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