



GRESHAM'S

Director of Development
Information for Candidates



From the Headmaster



Thank you for your interest in this exciting post at Gresham's. I am looking to place the Director of Development at the centre of the Senior Leadership Team (SLT) to reflect his/her importance within the School. The existing Foundation is well established with a good database of alumni. Most of the preparatory work for a fully-fledged Development Department has been laid down over the last five years and there are a large number of Development opportunities arising in the coming years. We are fortunate to enjoy an extraordinary array of former pupils who are nationally and internationally recognisable; we would argue the most famous 'Old Boy and Girl' group of any medium sized school in the world. This in itself will present the new Director of Development with fantastic opportunities to establish their name within the Development community.

Recently Gresham's has been very fortunate to secure funds of £10M from a land sale which will facilitate the construction of several new building projects. In addition, our relationship with The Worshipful Company of Fishmongers has allowed an endowment to be built up to support bursary awards at School. I am keen to explore four particular areas for the Development Department as we go forward. First, to continue to build up the School endowment to provide bursary funding for local pupils, enabling them to access a Gresham's education; second, to establish a 'life-changing' bursary program for young people who could not otherwise consider a private education; third, to develop and build up regular giving; and last, to continue to raise funds to invest in the facilities and buildings at this fine School.

I am fully committed as Headmaster to supporting and prioritising the work of the Development Department. This is a very special school situated in a very beautiful part of England. The appointed Director will have the resources and support to make a real impact and I hope that you will share the huge ambition that I have for Gresham's in the coming years.



Gresham's School



Welcome to Gresham's, an historic and vibrant co-educational school for pupils aged three to eighteen. Here young people are prepared for rewarding personal and professional lives with the intellectual and social qualities needed to make a positive difference to the communities in which they live.

Gresham's progressive academic curriculum, high quality teaching and good facilities support every pupil's learning journey at Pre-Prep, Prep and Senior School level. The School's beautiful location on the north Norfolk coast means pupils enjoy endless opportunities to participate in a wide range of extra-curricular activities, including sailing. An excellent range of co-curricular sports, arts and music activities along with adventurous expeditions together with community service ensure Greshamians have full and happy lives at School.

Extensive and spacious grounds in the pretty Georgian market town of Holt, just four miles from the coast and twenty-three miles from the fine city of Norwich, with its historical attractions and national/international transport links, make this a desirable place to live and work.

With a long history of academic, sporting and musical success Gresham's School inspires and nurtures young talents. We hope you will visit us and we look forward to meeting you.

Job Description



Gresham's are seeking a Director of Development to lead a new Development Department, responsible for managing all aspects of fundraising and alumni relations across the School. Working with the Headmaster, Business and Finance Director, Head of Marketing and Admissions, Governors and others on the SLT, the Director of Development will work with charities to maximise philanthropic income, improve charitable relationships with current and former parents, the alumni known as Old Greshamians (OGs), well-wishers and friends of Gresham's.

This role will be directly responsible for:

- Leadership and management of all fundraising and alumni relations activities at Gresham's;
- Generating new philanthropic income for the school.

The Director of Development will represent a fundraising and alumni relations perspective at SLT meetings and throughout the School. In addition:

- the Director of Development is expected to attend meetings of the SLT, some Governors' meetings and Finance meetings and meetings of the Development Board (formerly the Foundation Trustees).
- the Director of Development will have regular meetings with the Headmaster and Business and Finance Director to monitor progress, review and agree approaches and take key decisions relating to fundraising, alumni relations and communications at the School.



Key Criteria for Success



In the first year, the successful candidate will have:

- Developed a strong working relationship with the Headmaster, SLT, Governors, members of any interim Development Board and staff to establish Gresham's first full-time Director of Development as a credible and effective contributor to School life;
- Established a robust, systematic and sustainable approach to fundraising of all kinds at the School, which will have started to show some early results;
- Developed and gained extensive support for a 3-5 year comprehensive fundraising strategy to support the School's charitable vision and longer-term goals;
- Reviewed the staffing and structure of the team and, in conjunction with the Headmaster, Business and Finance Director and existing Development team, implemented any agreed recommendations.

In achieving the above, the Director of Development will ensure that the Gresham's brand suffers no detriment, indeed all activities must serve to enhance the brand.

Main Responsibilities



Strategy development and implementation

- To work with the Headmaster, Business and Finance Director, Governors, Development Board and the existing Marketing Department to develop and implement a sustainable fundraising and alumni relations strategy to support the School's wider vision over the next 5-10 years;
- To ensure that the objectives and targets identified in the strategy are achieved on time and to budget.

Fundraising activities

- To lead and manage all staff involved in fundraising and to coordinate the activities of senior staff and volunteers as related to Development including any Development Board members;
- To develop a comprehensive fundraising programme, ranging from regular giving through to legacies, and implement strong supporting activities, systems and policies for potential donor identification, research, involvement and management, donor stewardship and recognition, gift management and accounting and ethics;
- To take personal responsibility for a portfolio of major gift prospects and work with others (senior management and volunteers) to ensure the systematic, appropriate and planned solicitation and cultivation of prospects is undertaken;
- To ensure that all activities undertaken by the Development Department and for the Old Greshamian Club are performed to the highest standards and in accordance with best practice as established by professional bodies such as the Institute for Fundraising, the Council for Advancement and Support of Education and the Institute of Development Professionals in Education;

- To keep fully informed about the developments and achievements of the School's charitable vision, by attending events and presentations;
- To represent the School professionally.

Reporting and Communications

- To ensure that donors and volunteers are appropriately thanked, regularly updated on progress towards the School's goals and are appropriately recognised for their contribution;
- To provide timely and relevant management information on progress against targets and all matters of policy related to fundraising to senior staff and volunteers. This will include the Development Board, the Governors and the Senior Leadership Team;
- To foster good relations with members of the academic and support staff in order to ensure effective coordination and integration with every other aspect of School life;
- To attend some Governors' meetings, all Development Board meetings, Old Greshamian Club meetings and AGMs and other fundraising-related Committees and Working Groups as necessary, ensure accurate minuting of meetings and preparation and presentation of supporting papers as necessary.
- To ensure all work and activities meet with the requirements of the Data Protection Act.

Leadership and Management

- To lead and manage the day-to-day activities of the alumni organisation, ensuring that clear objectives are set and that individual team members receive the necessary support, training and guidance to ensure activities are efficient and effective;
- To gain and manage relationships with companies contracted to undertake specific tasks, for example the preparation of fundraising literature and the running of a telephone fundraising campaign.

Additional

- To respond to all enquiries about fundraising from Old Greshamians, parents, donors, prospects, well-wishers and other members of our community in a timely, welcoming, friendly and helpful manner at all times;
- To manage the departmental budget and work with the Finance team to provide appropriate input to the annual budgeting cycle and to longer-term financial forecasts;
- To remain up-to-date with developments in fundraising, refreshing skills as necessary, and keeping abreast of relevant news, charity law and other relevant legislation;
- To carry out any other duties as may reasonably be requested by the Headmaster.

Please note, attendance at certain evening and weekend commitments will be required.



Person Specification



Professional Experience	Essential	Desirable
Working in Development or Charity.	✓	
Proven track record of income generation in a fundraising or commercial environment.	✓	

Person Specification



Personal Competencies and Skills	Essential	Desirable
A minimum of 5 years successful fundraising in a Charitable or Development role.		✓
Innovative approach to fundraising.	✓	
Ability to manage up as well as down.	✓	
Financially literate.	✓	
Socially adept.	✓	
A “deal closer”.	✓	
Ability to work in and understand different cultures.	✓	
Ability to adapt influencing skills to environment.	✓	
Managing and leading a team.	✓	
Computer literacy.	✓	

Person Specification



Additional Requirements	Essential	Desirable
Willingness to travel overseas.	✓	
Flexible in regards to working hours/weekends/extended hours.	✓	
Highly credible and presentable.	✓	
Ability to engage the whole school in philanthropic philosophy.	✓	
Completer / finisher.	✓	
Strategic planning.	✓	
The ability to take a strategic overview and a hands-on approach to fundraising.	✓	



Salary and Benefits



Job Title: Director of Development

Salary: Commensurate with experience and at the top end of industry norm

Fee Remission: May be available

Hours of Work: Will include attending functions (evening and weekends), overseas trips, in addition to the normal day to day working pattern

Place of Work: Gresham's Senior School

Reporting to: Headmaster

Holiday: 25 days plus public holidays

Pension: Contributory Scheme

Private Medical Care: P11D value for the successful applicant, reduced contributions for dependents

Applications



Please send a completed application form and cover letter to :

Miss Kerry Dugan, Head of Human Resources
Gresham's School
Cromer Road
Holt
Norfolk
NR26 6EA

or email to kdugan@greshams.com

Closing date for applications is Friday 13th November at 12 noon.

Early applications will be welcome – the interview process may be staged.

Gresham's are proud of its exemplary approach to the safeguarding of our children and conduct a robust recruitment process. Applicants are expected to engage fully with the requirements of this process. An offer to join the School is made subject to a satisfactory Enhanced DBS check along with clearance on all other relevant safeguarding and child protection requirements

Registered Charity No : 1105500