



TALBOT HEATH SCHOOL

- ROLE TITLE:** DEVELOPMENT DIRECTOR
- REPORTS TO:** HEAD TEACHER
- LOCATION:** Talbot Heath School – Rothesay Road, Bournemouth, BH4 9NJ
- HOURS OF WORK:** This is an all year round position
40 Hours per Week
Monday to Friday 8am to 5pm

Job Purpose:

To plan and implement alumnae development and fundraising strategies.

Main responsibilities:

Fundraising and Income Generation

- Agree and implement a development strategy with the Head in order to meet the short, medium and long term aims of the School.
- Manage a continuous fundraising operation within the framework of agreed upon objectives.
- Secure support from the school's entire constituency: parents, alumnae, former parents, governors, staff, charitable trusts, business and industry and other friends of the school.
- Initiate contacts with potential leadership and major gift donors
- Make solicitations when appropriate
- Recruit and train volunteers for fundraising activities
- Manage the Development Office budget
- Ensure that existing donors are thanked, stewarded appropriately and kept informed about development activities; arrange special events to which they are invited.
- Enhance links with, and secure funding from business and industry.
- Form a strong working relationship with the Talbot Heath Old Girls' Association and parents' association, attend their meetings and assist with organising fundraising activities

Create and develop relationships

- Create opportunities to engage with the community for the mutual benefit of the school and the community
- To participate in external networking opportunities
- Develop relationships with the school's entire constituency (parents, alumnae, former parents, governors, staff and other friends of the school) to encourage them to become more actively involved in supporting our events and fundraising programmes

Articulate the vision

- Articulate the vision so that individuals buy into mission/goals of the school and with sufficient effectiveness to secure gifts at assigned donor levels
- Develop a comprehensive and detailed understanding of the school's fundraising priorities and accurately convey them to donors
- Establish rapport with donors and easily communicate in lay language the complex, technical and diverse needs of the initiatives for which the school is currently raising funds

Other income

- Promote school to charitable trusts, outside business community and to alumnae.

Administration/marketing/external relations

- Ensure all gifts are appropriately recorded.
- Ensure that appropriate donor records are kept; maintain and safeguard relevant data contained in the database
- Work collaboratively and strategically with relevant colleagues to ensure high levels of internal communication
- Monitor and report regularly on the progress of the development programme
- Prepare annual reports and reviews; draft and deliver speeches and presentations to organisations and business groups as required
- Write regular articles for appropriate newsletters and publications; collaborate with the marketing manager to develop promotional & development materials such as brochures and reports
- Act as a goodwill ambassador when required
- Help develop the school's website; promote fundraising opportunities and online giving

Other responsibilities

- Maintain confidentiality of data and ensure that it is not disclosed or made available to any other person unless in the performance of duties or with specific permission from the Head.

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out by the Board of Governors
- Undertake other reasonable duties related to the job purpose required from time to time.