



APPOINTMENT OF A

# DEPUTY DEVELOPMENT DIRECTOR

TO START ASAP







# HAMPTON SCHOOL

**Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.**

Established over 460 years ago, Hampton is one of the country's foremost, highest-achieving and best-resourced independent schools. Our community is vibrant, dynamic and happy, making it a wonderful place to teach and learn. Members of the Common Room are talented and hugely supportive of one another and their pupils; they share their love of learning with young people who are bright, intellectually inquisitive and aspirational.

Hampton is a lively, friendly and inclusive School community where we aspire to enable our boys to not only to make sense of the world, but also to want to go out and improve it. Above all, Hamptonians are encouraged and indeed expected to aspire to personal best while supporting those around them with kindness and respect.

Situated on a green-field site in a leafy suburb of South West London, we are fortunate to have 28 acres of playing fields within our spacious grounds. Pupils and staff alike benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sportsground, a large and well-appointed Sports Hall, and the remarkable Hammond Theatre for the Performing Arts, along with an excellent library and specialist facilities for Art, Music, Science, Technology, Computer Science and Languages (Modern and Classical). Our older pupils enjoy impressive Sixth Form private study and Careers provision in The Barry Martin Centre.

The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, has a prime location on the nearby River Thames, and provides the focal point for our popular and successful Boat Club.

Hamptonians' examination results and university entrance record consistently rank in the top echelon nationally and indeed internationally. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities; around 25 pupils are offered places at Oxford and Cambridge annually, and a significant number move on to global top-10 universities. We also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Hampton's notably diverse, socially inclusive nature is an especially cherished part of our DNA and we as far from being a stereotypical public school as any setting in the independent sector. Currently, 7% of our boys (around 100 in total) attend on means-tested, free places, many of which are funded by a separate but closely linked educational charity, The Fitzwygram Foundation.

***'One of the most genuinely inclusive, diverse independent schools in the London area'.***  
**Good Schools Guide**



# DEPUTY DEVELOPMENT DIRECTOR

**Development at Hampton in its current form has been in place since the establishment of The Fitzwygram Foundation in 2016. Over this period, it has built up strong relationships within the School community and established excellent fundraising foundations.**

The primary fundraising focus over recent years has been on raising funds for The Fitzwygram Foundation to provide additional free places at the School. In total, 106 Senior School pupils are currently attending Hampton on completely free places, of which 17 are funded by the Foundation.

Our ambition, in the first phase, is to be able to fund an additional 50 free places via The Fitzwygram Foundation, and this will be the focus of the development strategy and plan. This ambition is to be assessed and reviewed by the Development Director to determine realistic targets and associated expectations.

Fundraising for capital projects and academic endeavours may also be part of future fundraising plans.

Secure foundations have been established:

- The free places campaign has successfully raised over £3.3m since 2018
- The Fitzwygram Foundation has an established board of Trustees and an excellent relationship with the Hampton School Trust
- A regular programme of communications and events for alumni (Old Hamptonians – OHs) is in place
- The alumni network of OHs has a warm and notably supportive relationship with the School

- Data is managed on Raiser's Edge database, which currently holds over 25,000 constituent records (of which approximately 4,900 have active emails)

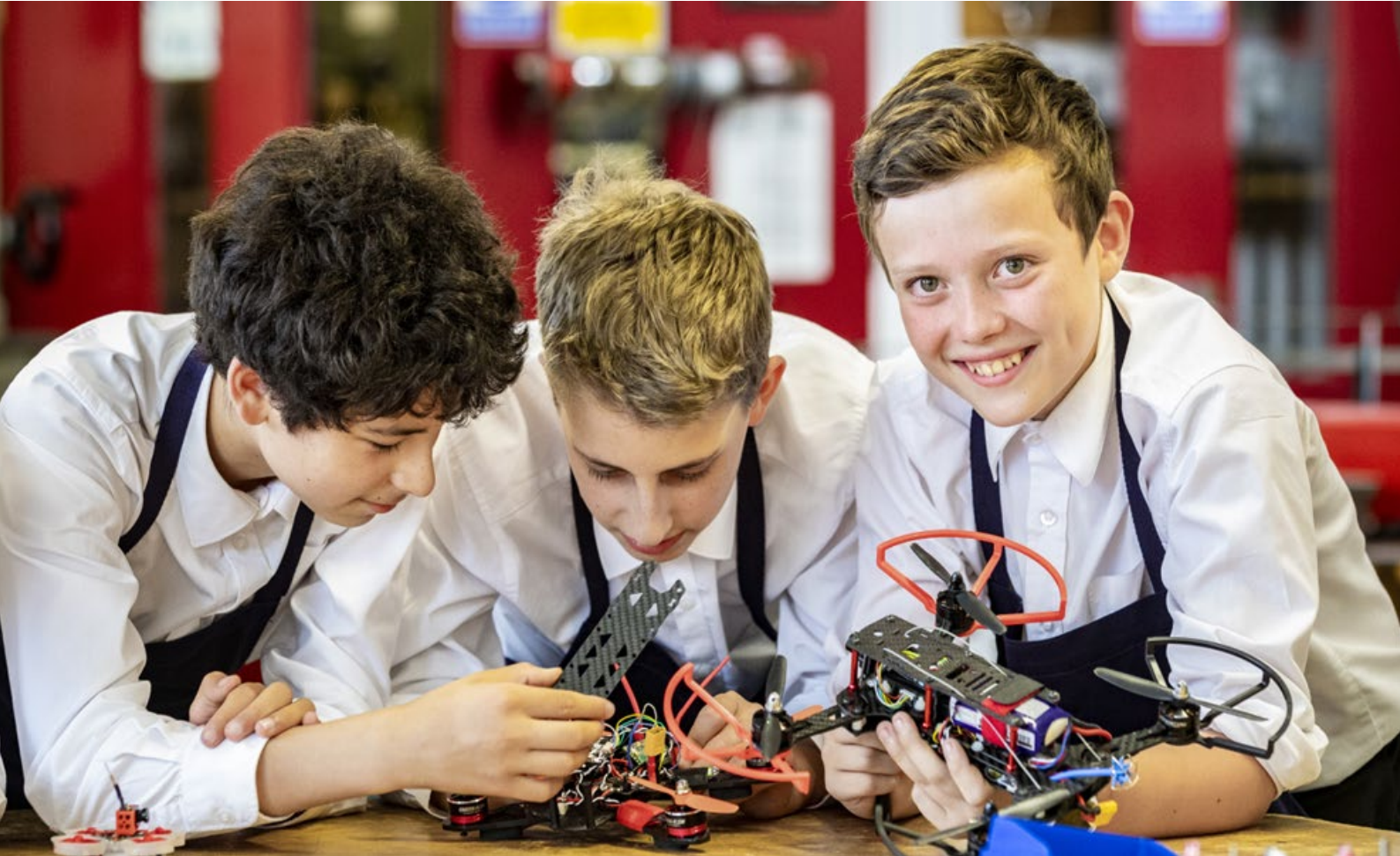
## **Fitzwygram Foundation**

As a former grammar school, Hampton has no historic endowment fund on which to draw, and this has limited the number of pupils the School could support. There are many talented boys within the local community who are unable to benefit from a Hampton education due to lack of funding.

In order to address this, The Fitzwygram Foundation was established in 2016 as a separate but linked charity for the sole purpose of increasing the number of free places offered at Hampton School for pupils in financial need. The Foundation draws upon the support of the School community, which includes alumni, current and former parents and staff. The Fitzwygram Foundation is currently funding 17 free places at Hampton School.

The Fitzwygram Foundation Trustees meet regularly with the Development Director and consider all aspects of fundraising activity. Further details relating to the Governance and Objectives of The Fitzwygram Foundation can be found via the Charity Commission website [here](#).





## ROLE OVERVIEW

---

Hampton School is seeking to appoint an exceptional individual to support the Development Director in delivering the Hampton community's fundraising initiatives and campaigns; developing prospect pipelines and operations; and to deputise for the Director as required.

You would be joining a team focussed on creating and delivering future fundraising and alumni relations strategies. Both will align with the vision, goals and values of the School and The Fitzwygram Foundation and build upon the secure foundations already in place.

You will join a dynamic, positive and enthusiastic team who act as ambassadors for developing relations with a broad network of friends, supporters and stakeholders to cultivate an active alumni programme and raise the income required to increase significantly the number of free places at Hampton funded by The Fitzwygram Foundation.

This important role will most likely be suited to an experienced development professional with a track record in major gifts fundraising and stakeholder relations gained inside or outside the education sector.

The Deputy Development Director will be integral to the success and provision of major gifts, regular giving and legacy programmes, refining the cases for support, as well as managing and expanding our network of potential supporters through a programme of communications and events.

### **This role will be directly responsible for assisting with the:**

- Leadership and management of fundraising and alumni relations activities in support of The Fitzwygram Foundation
- Assisting with creating and delivering a strategic fundraising plan
- Ensuring a close and highly effective relationship with The Fitzwygram Foundation
- Generating significant new philanthropic income for free places at Hampton
- Building a long-term culture of giving at Hampton
- The School is open to ideas and wishes to provide the right candidate with an opportunity to help build and deliver a long-term plan and deliver best practice.



# KEY RESPONSIBILITIES

---

## Strategy & Leadership

- Contribute to the leadership and development of fundraising and alumni engagement strategies; lead specific strands of campaign activity and office improvements
- Mentor colleagues and foster a collaborative, high-performance culture.

## Fundraising & Donor Development

- Raise philanthropic income aligned to organisational priorities through effective Regular Giving, Legacy and stewardship programmes
- Draft cases for support, proposals, gift agreements and stewardship reports; ensure timely acknowledgement and reporting of impact
- Promote and grow legacy giving, including managing a calendar of communications and events for legacy donors and prospects.

## Alumni Relations & Communications

- Coordinate newsletters, targeted mailings and digital campaigns ensuring consistent messaging and brand alignment
- Integrate events into stewardship and engagement plans; host and cultivate alumni, donors and prospects at events.

## Data, Finance & Operations

- Oversee data strategy and CRM accuracy; produce quality data and reports to support fundraising and alumni activity
- Ensure effective gift administration, pledge/payment tracking, budgeting, and compliance with gift acceptance, due diligence and tax-efficiency regulations
- Identify and implement process and systems improvements; monitor project performance and budgets.

## Projects & Campaigns

- Lead delivery of fundraising appeals and alumni relations programmes, digital campaigns, publications and systems improvements; manage projects to time, quality and budget.

## Representation & Governance

- Deputise for the Director at meetings and events; represent the Development Office professionally with internal and external stakeholders
- Adhere to the Code of Fundraising Practice and relevant policies (e.g., Data Protection/GDPR, anti-bribery, hospitality, PREVENT); uphold best practice.

## Other

- Ensure that all enquiries about fundraising from alumni, parents, donors, prospects, well-wishers and other members of our community are managed in a timely, welcoming, friendly and helpful manner
- Ensure all duties are carried out in accordance with current fundraising practices, safeguarding and health and safety regulations
- All staff are responsible for the safeguarding of children in line with the Hampton School Safeguarding (Child Protection) Policy
- Undertake any training and development for the better fulfilment of the post
- Undertake any ad hoc duties or projects as requested
- Undertake any other duties and responsibilities in association with the role as determined by the Bursar or the Headmaster.

This list is not exhaustive but rather is designed to provide applicants with a “flavour” of the position and responsibilities.





# PERSON SPECIFICATION

**The successful candidate is likely to be able to demonstrate the following knowledge, skills and personal attributes:**

## Essential

- Extensive experience in fundraising, alumni relations, marketing/communications or project management within education or membership settings
- Track record of planning and delivering multiple complex projects to deadlines and budgets; strong organisational and analytical skills
- Excellent written and verbal communication; strong editorial judgement and attention to detail; ability to influence without direct authority
- Experience managing prospect pipelines, donor databases/CRM and producing actionable data reports; highly numerate and IT literate (Office 365)
- Experience managing and mentoring team members; ability to foster collaborative working and continuous improvement
- Commitment to the Code of Fundraising Practice and knowledge of relevant policies and legislation, including Data Protection/GDPR
- Willingness to work occasional evenings/weekends for events

- Be a natural and easy communicator with all stakeholders (including ultra-high net worth potential/current major donors, parents, staff and alumni of all ages and backgrounds) and be able to inspire and win confidence and trust
- Enjoy learning and have the sense of humility which accompanies the desire and will to develop personally and professionally
- Educated to degree level or with equivalent relevant experience.

## Desirable

- Experience in the independent school or education sector
- Experience producing publications and managing external suppliers (design, print, web)
- Familiarity with Regular Giving (e.g., Giving Days, telephone appeals) and digital fundraising tools/analytics
- Experience of developing, implementing, and leading a team through the execution of a strategic plan within the organisations
- Experience of working with Raiser's Edge or similar databases



## PERSON SPECIFICATION (continued)

---

### Skills and Abilities

- Excellent strategic, organisational and planning skills
- Equal strength in tactical and strategic execution
- Outstanding written and verbal communication skills, including the ability to be a passionate and compelling advocate for the aims and ethos of the School and the Foundation
- Knowledge of the regulatory framework for fundraising and charities
- Ability to motivate staff and volunteers
- Good attention to detail
- Deep understanding of the alignment of development, communications and marketing
- Awareness and understanding of the safeguarding and welfare of children and a clear commitment to delivering best practice in safeguarding (this is not a pre-requisite; training will be provided).

### Personal Attributes

- Personal dynamism and the ability to win support for a cause or idea by interacting with donors, parents and alumni in a variety of settings and levels
- The ability to exercise tact, diplomacy, and discretion combined with personal warmth, friendliness, and openness
- Shares the values and ethos of Hampton School and The Fitzwygram Foundation
- Positive and collaborative team player
- An appetite for hard work with a passion for achieving targets and results
- Innovative and creative thinker
- Values and promotes diversity and inclusion and has the skills to support an inclusive and diverse school community.





## OTHER

---

- To act as Fire Marshal and First Aider as required. Training will be provided
- To attend training courses as required
- Any other reasonable tasks required by the Bursar and/or The Headmaster in association with the above role
- You may be required to work outside of contractual hours to fulfil the responsibilities of the role and/or in emergency.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

## TRAINING

---

- Where necessary, to undergo on the job training under the general direction of The Headmaster and/or the Bursar to increase competence, proficiency and safety awareness
- To attend INSET training outside the school, as required.

## SALARY & BENEFITS

---

The remuneration package will be commensurate with the skills and experience of the successful candidate. Salaries are paid by bank transfer on the 25th of the month. The Governors review salary Scales each year to ensure they remain competitive.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and that non-contractual benefits are provided at the discretion of the Governors.

## HOURS & HOLIDAY

---

This is a full-time position and working hours will be as required to fulfil the responsibilities of the role with core hours being between 8.30am – 5.00pm.

There are 26 days annual holiday plus public holidays. The School is closed between Christmas and the New year and also Founders day which is in May half term.





## EQUAL OPPORTUNITIES

---

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

## SAFEGUARDING

---

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to The Headmaster

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**





For an informal discussion about the role and requirements, please contact  
Human Resources via [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or  
call **020 8979 5526**.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

**[www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)**