

Director of Development

A Development Director is sought to take responsibility for fundraising and alumni relations at an exciting time in the history of the Loughborough Schools Foundation (LSF). This is a key role, as the schools seek to develop an ambitious programme to fund life-changing pupil bursaries and substantial building projects. The successful candidate will have a demonstrable track record of major gift fundraising experience, along with an understanding of the unique context and needs of independent schools.

The Loughborough Schools Foundation (LSF)

Loughborough Schools Foundation is a charitable foundation of four independent schools situated close to the centre of the ancient town of Loughborough on two beautiful campuses that are home to 2300 pupils and over 600 staff. The Foundation operates under a single Board of Governors, and Development is part of a large Central Services function that supports all four schools.

Loughborough Grammar School (boys, 10-18, day and boarding), Loughborough High School (girls, 11-18), Fairfield Prep School (co-educational, 3-11) and Loughborough Amherst School (co-educational 4-18). In Autumn 2016, Loughborough Nursery also opened for children from 6 weeks to 4 years.

Loughborough Grammar School is one of the oldest schools in the country, having been established in 1495, while both Loughborough High School and Loughborough Amherst School date from 1850. Fairfield Prep School has been an autonomous school within the Foundation since 1969.

LSF is renowned for its ongoing programme of improvements to its facilities. Significant investment has been made in a state-of-the-art science park and a dedicated Music department, and at Fairfield, a major new school building opened in 2016, greatly enhancing pupils' educational experience and providing a purpose-built Kindergarten unit for children from 3 years.

The LSF is led by an Executive Committee comprising the four Headteachers and the Chief Operating Officer (COO). The four Heads are responsible for the management of educational activities whilst business aspects of the Foundation are managed by the COO. The Development Director is currently line managed by the Headmaster of the Grammar School and is also part of the COO's Central Services Management Team.

The Development Office

The Development Office is an established function, initially set up in 2009. There are currently 4 full-time members of staff working under the Development Director. A volunteer ex-Deputy Headmaster, who helps to lead our communications with alumni, as well as administering the LGS school archive, completes the team.

The LSF Governors have articulated the priority to double, by 2025, the current number of means-tested bursaries provided to boys and girls entering the senior schools at age 11. The Development Office has therefore been tasked to focus on the delivery of increased philanthropic returns, which will not only help

to fulfil this ambition but also will contribute to renewal of the school site. The consequence of this priority is that the Development Director should expect to spend a considerable amount of time out of the office, travelling to engage with prospective donors.

The Development Office also runs two alumni organisations: the Loughburians, which caters for former pupils of all schools; and the OLCS alumnae organisation, which caters for alumnae who attended Amherst in its previous single-sex incarnation. It thus has a critical role to play in developing relations with the broader LSF community through an extensive programme of communications and events.

Person Specification

The appointee will play a major role in the success of the schools' plans, and is expected to work with commitment, intelligence and drive. S/he will play a key role in encouraging philanthropic giving in all its forms, at the same time as ensuring that those with connections to the school remain connected and enthused by the schools and their ambitions. The appointee will need to develop a deep understanding and appreciation of the ethos, vision and culture of the Foundation, and an appreciation and understanding of its history.

Essential qualities

- An experienced fundraiser who has a proven track record of raising sums on behalf of a complex organisation;
- A demonstrable ability to develop and lead a sustained programme of strategic donor development;
- A persuasive, credible and subtle communicator who can engage with all;
- The emotional intelligence and listening skills required to develop close relationships with members of a diverse community;
- Proven experience of managing staff and their performance;
- A high level of commercial awareness;
- A sense of energy, resourcefulness and mission;
- An understanding of the context under which independent schools operate, sympathy with the independent school ethos and the desire to play a significant role in the community life of the Foundation's schools;
- An education to degree level or equivalent, and evidence of commitment to ongoing training.

Desirable qualities

- A background of fundraising within the education sector

General skills

- The ability to plan ahead intelligently, and work to the highest standards.
- The ability to take both a strategic overview and a hands-on approach to fundraising
- Attention to detail
- Excellent social, communication and presentation skills
- A good grasp of technology and its uses in Development
- Ability to set and work to targets and deadlines
- Ability to manage and inspire a team and keep everyone focused on key priorities

Job Description

As with any senior leader, precise duties will be defined and redefined according to the needs of the organisation. However, the tasks below are indicative of the principal responsibilities of the appointee.

The Development Director is responsible for defining the Foundation's strategic direction for fundraising and engagement. This requires articulation of a message and forming structures and communications to ensure that this is consistently delivered, including:

Donor Cultivation and Income Generation

- Understand and raise awareness of the Foundation's values and achievements, in order to inspire prospective donors to engage with and to support the schools' aims.
- Review and update the Development Strategy and Case for Support
- Deliver a creative and effective programme of stewardship events and communications in order to cultivate, solicit and steward major donors for significant major gifts
- Develop and manage the portfolio of major donors and prospective donors – whether HNWI, alumni, trusts or other philanthropic organisations. This will involve regular hosting of and visits to prospective donors, and the preparation of well-conceived funding applications, pitches and presentations.
- Develop individual cultivation strategies for each donor in the portfolio, identifying projects that match with individuals' interests, and moving donors constructively along the 'prospect pipeline'.
- Solicit gifts at face-to-face meetings from some donors, and/or involve senior colleagues or peer to peer volunteers in meetings and in making 'the ask'.
- Seek the advice and involvement of donors to open up new donor relationships among those known to them and to encourage peer to peer fundraising.
- Coordinate the major donor activities of members of the school community including Governors and other volunteers.
- To coordinate applications to charitable trusts in support of capital development opportunities.
- To develop further the legacy programme of the Thomas Burton Society.
- Prepare timely narrative and financial reports for donors on the outcomes of the work funded in accordance with the donors' reporting requirements

Leadership and Management

- Manage the work of the Development Office team and continually motivate, support and encourage the department to achieve at the highest level
- Construct and manage the Development budget, and work with the COO to ensure the work of the Development Office is delivered effectively in line with budgetary constraints
- Ensure that the appropriate systems are in place for gift administration, gift acknowledgement and stewardship of donors at all levels
- Prepare regular financial and analytical reports of giving for relevant committees
- Cultivate strong working relationships with staff of all four schools to ensure that the Foundation's Development aims are well understood.
- Advise the Executive Committee on initiatives that will enhance the Foundation's fundraising.
- Develop a close relationship with Governors, particularly those on the Fundraising Committee charged with oversight of Development.
- Develop a close working relationship with the Heads of the four schools.
- Use the schools' activities to attract prospective donors to the schools in order to showcase our achievements and potential for further development.
- Understand and promote all types of tax-efficient donation in the UK and overseas, and manage the process of tax reclamation efficiently.

- Maintain donor stewardship and ensure appropriate acknowledgment is conveyed to supporters.
- Responsible for the maintenance of an efficient database of alumni and prospects, always acting in accordance with GDPR.
- Keep up to date with trends in the funding environment and on good practice in fundraising
- Undertake any other relevant duties, as required by the line manager

Community and alumni relations

- Promote the interests of the four schools to all prospective constituents, including alumni, former staff, parents, former parents, family, friends and associates of the LSF.
- Coordinate an active, integrated and relevant alumni relations programme.
- Oversee the management of the database of LSF constituents: currently 23,000 records.
- Guide and direct the activities of the two alumni associations for the benefit of the Foundation and the community of former staff and pupils.
- Devise and deliver a vibrant and engaging communications plan
- Attend parent and alumni events in order to meet donors and prospective donors, and to develop relationships with as broad a cross-section of the community as possible.
- Act as an LSF representative at external events to establish networks and engage prospects.
- Develop income generation from the sale of school merchandise to alumni.
- Attend meetings of the Parent Teacher Associations, and support them in their aims, ensuring that their activities remain in tune with our philanthropic aims.

Training and Compliance

- Take responsibility for his/her own professional development in discussion with the line manager.
- Develop a training programme for each member of the Development team.
- Attend training sessions as and when required to ensure compliance with Health & Safety and Safeguarding
- Ensure the school acts in accordance with good fundraising practice and guidance, such as from the Institute of Fundraising, and the school's fundraising activities are fully compliant, such as laid out by the Charity Commission and Fundraising Regulator Events.
- Read, understand and abide by the latest *Keeping Children Safe in Education* statutory guidance and the LSF Child Protection and Safeguarding policy and Staff Code of Conduct.
- Ensure daily adherence to the School Health & Safety standards
- Compliance of the Development Office will all relevant Foundation policies.

Terms and Conditions

- Anticipated salary of £60,000-£70,000 depending on experience
- 25 days holiday per year (plus bank holidays)
- Engagement in the Foundation's appraisal procedures
- Contributory pension scheme and staff health benefits
- Members of staff are entitled to a substantial reduction in fees for their children at any of the four Foundation Schools
- School lunch is provided free of charge during term time

Child Protection

Candidates should note that all appointments are subject to a satisfactory medical disclosure, an enhanced check with the Disclosure and Barring Service and such other pre-employment checks as required.