



Mill Hill
EDUCATION GROUP

Development Administrator

Candidate Information Pack

Instilling values, inspiring minds

INTRODUCTION

Philanthropy is central to Mill Hill's ethos, having been founded by a group of supporters in 1807. This tradition continues today through the generosity of the Old Millhillian community and friends of the School.

The Development Administrator plays a critical role in supporting the day-to-day operations of the Development Office at Mill Hill School. This position is pivotal in ensuring the efficient delivery of the Foundation's fundraising strategy, which supports capital projects and bursaries. You will work closely with the Director of Development, Associate Director of Development and Communications Manager. The Development Team at Mill Hill is a dynamic, close-knit group that works closely with the Old Millhillians Club which is guided by a volunteer committee and supported by the Alumni Relations Officer.

The Development Office leads both Mill Hill School and the wider Foundation's fundraising and engagement initiatives.

Closing date for applications: 9.00am on Tuesday 27 May 2025

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

FULL TIME, PERMANENT

Reporting Manager

DIRECTOR OF DEVELOPMENT

Hours

WE WILL CONSIDER FULL TIME AND PART TIME APPLICATIONS WITH A MINIMUM OF 30 HOURS PER WEEK, TERM TIME PLUS 20 DAYS.

Salary

£26,000 - £32,000
DEPENDENT ON
EXPERIENCE

Pension

COMPANY PENSION

Holidays

25 DAYS PLUS BANK
HOLIDAYS

Mill Hill Education Group

A charitable collection of independent schools, our aim of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Job Description

Development Office Administration

- Manage the Development Office inbox and calendar
- Coordinate development office meetings and take minutes
- Maintain office supplies, event materials, and marketing stock
- Deliver general administrative support, including mail merges, printing, and logistics
- Organise and support the delivery of cultivation, stewardship, and reunion events
- Manage incoming enquiries with professionalism and provide excellent customer service

Database and CRM Management

- Maintain and develop the alumni and donor database (currently Toucan Tech; transitioning to a new CRM)
- Ensure data integrity and GDPR compliance
- Record and process donations, including monthly reconciliations and gift entry
- Generate reports for internal analysis, fundraising, events, and communications including monthly giving report
- Collaborate with IT and third-party providers to ensure database performance and support
- Track and record engagement activity and giving history
- Administer data imports/exports and ensure accurate stakeholder segmentation
- Capture Year 13 Leaver data and regularly update alumni and parent records
- Co-ordinate annual rollover of data for new parents, changes within school, and alumni
- Complete database improvement projects, including working with third-party providers for data cleaning and wealth screening

Donor and Gift Administration

- Process all individual donations and manage the gift acknowledgment process
- Prepare and submit Gift Aid claims and maintain up-to-date donor declarations
- Conduct prospect research and support due diligence checks
- Produce analytical and financial reports for key stakeholders, including Finance, Governors, and the Director of Development
- Support stewardship of donors through planned communications

Event and Campaign Support

- Assist in planning and delivering fundraising and alumni events (on and off-site)
- Manage responses, coordinate guest lists, and provide event briefings and collateral (e.g. name badges, signage)
- Support the implementation of Giving Days and telephone campaigns by managing data and communication logistics

Working with the wider school community

- Collaborate across departments including Finance, Communications, and IT to support fundraising initiatives
- Build relationships with teaching and support staff to reflect the Foundation's impact accurately
- Uphold the values and goals of the Development Office, fostering a collaborative and professional environment
- Carry out other duties reasonably assigned by the Director of Development and other team members



Personal Specification

Essential Skills and Experience

- Educated to degree level or equivalent
- At least two years' experience working within an administrative role
- Highly proficient using CRM databases (e.g. Raiser's Edge, Toucan Tech) for relationship and gift management
- Strong administrative and organisational skills with attention to detail
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint)
- Excellent written and verbal communication skills
- Understanding of fundraising principles and data protection laws (e.g. GDPR)

Interpersonal Attributes

- Self-motivated, resilient, and able to work independently
- Strong interpersonal skills; confident liaising with stakeholders at all levels
- Maintains excellent relationships with internal and external stakeholders
- Professionalism, integrity, and discretion in handling confidential information
- Adaptable to evolving priorities and team needs

Organisational Abilities

- Effective time management and ability to prioritise workload
- Ability to meet deadlines and remain calm under pressure
- Flexibility to support occasional out-of-hours events or campaigns



How To Apply

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am Tuesday 27 May 2025**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

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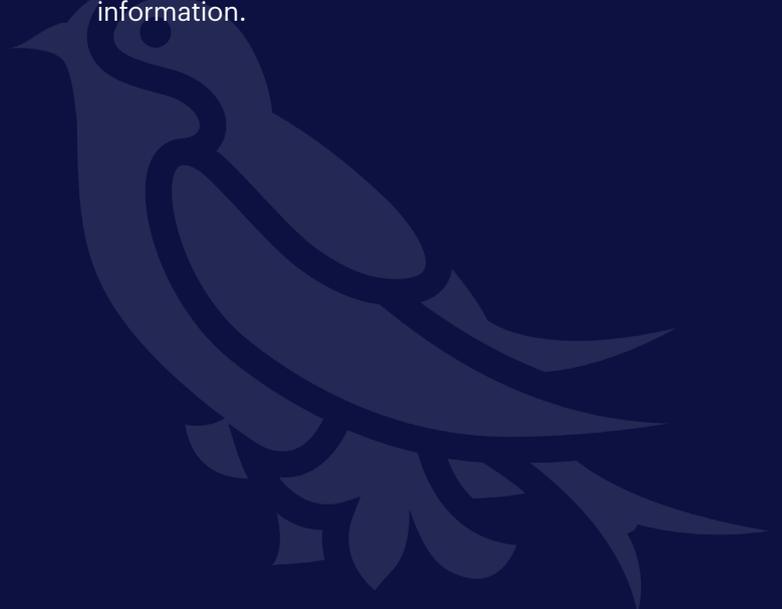
The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community. Any offer of employment will be subject to satisfactory DBS checks and the production of documentary evidence showing your entitlement to work in the UK.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



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inspiring minds.



The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.
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