

JOB DESCRIPTION

Development Officer



HARROW
SCHOOL

DEPARTMENT	Harrow Development Trust
REPORTS TO	Director
RESPONSIBLE FOR	N/A
WORKING PATTERN	Monday to Friday 09:00 – 17:00, 40 hours per week (your employment contract will give full details)
ISSUE/REVISION DATE	May 2025

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

The Harrow Development Trust (HDT) is a registered charity, working with Old Harrovians, parents, grant-making trusts and friends of the School to raise funds for the development of the School's facilities and for scholarships and bursaries.

THE ROLE

The Development Officer will support the Chief Executive, and Directorship in delivering a comprehensive fundraising programme and encouraging lifelong engagement and support of the School. They will at all times work closely with the Harrow Association (HA). They will play a key role in the School's fundraising and development activities and will be expected to be involved in all aspects of the HDT's work.

An important focus of the role is promoting lower to mid-level giving and supporting the HDT's special events and projects.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

KEY RESPONSIBILITIES

FUNDRAISING AND COMMUNICATIONS

- Establish relationships with alumni and parents as agreed by the line manager.
- Identify suitable fundraising prospects and reach out to generate support.
- Work closely with the Directorship to help with the management of gift acknowledgements, stewardship and reporting activities.
- Provide support to the Directorship where needed.

RESPONSIBILITIES

FUNDRAISING AND STEWARDSHIP

- Build and manage own prospect pool of lower to mid-level donors through cultivation and solicitation activities (phone calls and face-to-face meetings).
- Manage fundraising projects (e.g. telephone campaigns and giving day appeals) from strategy to implementation working closely with the Directorship.
- Ensure that all donors are appropriately thanked and acknowledged, providing a high level of donor stewardship.
- In conjunction with the Directorship, produce donor/gift agreements and progress reports.
- Ensure the future engagement of donors through regular liaison with them.
- Assist with stewardship programmes as appropriate.

RESEARCH

- In close coordination with the Directorship, research prospects and current donors, and produce new donors fundraising streams.
- Liaise with the Database Management Officer to produce analysis and reports of fundraising activity.

COMMUNICATION AND EVENTS

- Assist with the organisation of donor and community events.
- Assist with/carry out mail merges and mailings as required.
- Work closely with the Directorship in compiling and developing content for e-bulletins, newsletters and annual donor reports.
- Generate sponsorship and handle enquiries for advertising in publications.

GENERAL RESPONSIBILITIES

- Support the Directorship in maximising fundraising revenue and, at all times, fostering goodwill towards the School.
- In close coordination with the HA, foster positive working relationships with Old Harrovians, alongside current and former parents, current and former staff, and boys.
- Maintain confidentiality of information acquired whilst undertaking duties in line with GDPR guidelines.
- Maintain a full awareness of, and act in accordance with, legislation concerning philanthropic gifts, particularly in relation to tax-efficient giving both in the UK and overseas.
- Work outside office hours including occasional weekends and evenings when required.
- Undertake such other duties and responsibilities as may be reasonably required by the HDT.
- Support colleagues throughout HDT and HA and contribute to a happy and productive working environment.

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 and Child Protection policies 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 his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

PERSON SPECIFICATION – Development Officer

Post holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- An excellent level of education, including a degree or equivalent.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Experienced in handling confidential information, using tact and diplomacy.
- Experience of working in a busy office environment.

DESIRABLE

- Fundraising, marketing and/or communications experience.
- Experience of working in an alumni association or a charity and fundraising environment.

SKILLS AND ABILITIES

ESSENTIAL

- To have outstanding ICT skills, including the ability to use Microsoft Word, Excel and Outlook.
- To be able to effectively analyse data.
- To have excellent written and proof-reading skills in relation to the production of letters, applications, reports and publications, with accurate spelling and grammar.
- Excellent understanding of social media, and current and future communication trends.

DESIRABLE

- Experience using Raiser's Edge (or other CRM / fundraising databases).

PERSONAL ATTRIBUTES

ESSENTIAL

- Committed to safeguarding pupils.
- Confidence in networking, and the ability to represent the HDT and the School.
- An excellent team player with the flexibility to support others at busy times.
- Results focussed.
- Able to meet deadlines in a fast-paced and dynamic environment; patient and positive under pressure, remaining flexible to successfully manage competing priorities.
- An instinctive 'customer service' approach; to be professional, welcoming and friendly, with a natural desire to go the extra mile to help and exceed expectations.
- First-rate interpersonal skills with an ability to build relationships with people at all levels, both internally and externally, and to inspire trust.
- Self-motivated, persistent and good humoured.
- Empathetic with the principles, ethos, aims and aspirations of independent schools.

OTHER REQUIREMENTS

ESSENTIAL

- Willing to work evenings and weekends on occasion.

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.