

Development Officer (Regular Giving and Legacies) Permanent Contract) Development Department

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint a Development Officer whose primary responsibility will be the management and execution of a comprehensive Regular Giving Programme with a focus on increasing alumni participation levels. The role also oversees legacy fundraising, both strategy and operations.

Whitgift is committed to increasing its level of donor participation as we launch our ambitious £5m Bursaries Campaign, Whitgift For All and beyond, and to increasing membership of its legacy group, the Founder's Circle as well as our high level regular giving circle the 1596 Circle.

This post is expected to work closely with the Director of Development in devising and implementing a strategy to achieve agreed targets. The position is available from March 2021.

OUTLINE OF POST:

Working closely with the Director of Development:

- Responsible for all fundraising activity relating to Regular Giving and Legacies, including active solicitation from a pool of Prospects.
- Responsible for developing the strategy for, and implementing, the annual telephone campaign.
- Responsible for developing the strategy for, and soliciting, philanthropic support from current pupils and recent leavers, including running the Class gift each year.
- Responsible for all fundraising literature relating to Regular Giving and Legacies, e.g. direct mail and email appeals.

MAIN DUTIES AND RESPONSIBILITIES:

Telephone Campaign

- Manage and run the annual telephone campaign, liaising with the service provider, managing the recruitment and training of callers, attending calling sessions where necessary, and achieving defined targets.

Regular Giving

- Contribute to the overall fundraising strategy with specific responsibility for regular individual giving up to (but not limited to) £10,000 pa.

- Lead the development and stewardship of the 1596 Society. Working closely with the Director of Development and Development and Stewardship Officer in growing this group of people and feeding through to major gift level.
- Develop a coordinated matrix of communication and solicitation strategies involving email, direct mail, phone, and personal visitation, focused on growing and maintaining the number of regular donors.
- Develop a range of regular giving instruments including telephone campaigns, direct mail, leavers' gifts and E-appeals.
- Responsible in conjunction with the Development and Stewardship Officer, for report-writing and generation, and donor stewardship for all regular donors.
- Work effectively with the Director of Development to identify major donor prospects and build strategies for cultivating donors to higher giving levels.
- Management of specific and ad-hoc appeals for specific interest groups around the School

Data Management

- Manage and keep track of all legacy prospect plans on The Raiser's Edge, working with the Director of Development to cultivate planned gifts as part of the wider prospect management strategy.
- Input all interactions with alumni and parents onto to database in an accurate and timely manner.
- Run complex queries as required; produce detailed and accurate reports for senior staff
- Ensure that you pass on information to the Development and Stewardship Officer so that biographical, event, stewardship and any other appropriate data is captured and kept up to date in line with best practice and data protection regulations.

Legacies

- Take ownership of the legacy giving strategy, including written, telephone, and face-to-face solicitation of legacy gifts.
- Develop a range of approaches and strategies to increase membership of the Founder's Circle. Produce marketing material designed to engaged and promote the value of legacies to the wider alumni base.
- Integrate the Founder's Circle into the wider Whitgift Community.

Other Duties

- Carry out other duties and tasks as may be defined by the Director of Development or other senior colleagues.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- A degree or equivalent qualification
- A minimum of three years' fundraising experience, preferably in an educational setting
- Excellent communication verbal and written communication skills and the ability to liaise with a variety of stakeholders
- The ability to work in an international multi-cultural environment
- Enthusiasm and aptitude for working in a small and busy team
- Ability to work under pressure and manage conflicting priorities and meet deadlines
- Strong time management and organizational skills
- Accuracy and meticulous attention to detail
- Experience of customer relationship management programmes such as Raisers Edge
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Desirable

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- An understanding of the importance of philanthropic giving and an informed interest in and passion for the nature and goals of Whitgift
- An awareness of some of the current challenges facing the Independent Education sector
- Flexibility and willingness to work occasional evenings weekends with occasional travel across the UK.

FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school closure periods (**for full-year posts**) or holiday allowance (**for term-time only posts**), pro rata for part-time or fixed-term positions
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24-hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a permanent, full-time, full year contract.

The Development Officer will work 5 days per week, Mondays to Fridays. The hours are 8.30am to 5.30pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be Point 25-30 on the Whitgift Foundation Support Staff Salary Scale, dependant on qualifications and relevant experience. This is currently £30,684-35,852 per annum (dependent on qualifications and experience).

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed daily. We therefore invite interested candidates to apply as soon as possible.

Closing date: Midday on 1 February 2021 Interviews: Week commencing 1 February 2021

Due to the current uncertainty regarding the COVID-19 pandemic, the school may amend the closing date. Flexibility regarding the interview may also be required to ensure the health and welfare of our school community.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.

January 2021