



CHANNING

Development Manager (to start ASAP)



Information about the post for candidates

The School

Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.



Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe, supported by Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

Our new strategic plan for Channing 2035, published in January 2025, is underpinned by the school's Unitarian ethos, our vision of Girls Enjoying Success, the motto Conabor (I will try) and the words of William Ellery Channing, "Each of us is intended to have a character all our own, to be what no other can exactly be and do what no other can exactly do". This emphasis on bespoke outcomes is at the heart of our five new strategic objectives, which you can find here: [Channing 2035](#).

Academic achievement

Academic results are excellent. Virtually all our sixth formers go on to University or other higher education institutions, some after a gap year. However, we believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character, instilling in pupils a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond that which they might have thought possible.

Community spirit

The Headmistress and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our last major building programme, completed in 2017, has provided us with excellent dining facilities, a Music Department, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre. Our current project, due for completion in 2026, will provide 11 purpose-built science laboratories and bring DT into the curriculum for the first time.



Development Manager - Job Description

Job Title: Development Manager

Job Purpose: The Development Manager will support the Director of Communications, Marketing and Development in delivering a comprehensive fundraising programme and encouraging lifelong engagement with, and support of, the School. They will play a key role in delivering the School's fundraising and development goals.

Summary of Role:

An important focus of this role is to help develop the major gift programme, to secure donors and to deliver new fundraising initiatives to drive regular giving and the establishment of an endowment fund. The Development Manager will manage the prospect pool and be responsible for updating, maintaining, and analysing our database, along with building excellent relationships with donor prospects.

The Development Manager will be responsible for engaging with a wide range of stakeholders from donors, parents and alumnae to neighbours and other members of our community. Delivering a first class service throughout, assisting and supporting the Director of Communications, Marketing and Development, duties will range from identifying donors and preparing detailed analysis to inform strategic direction, organising and delivering high quality events for major donors, to researching and writing accurate and compelling communications, from leaflets and newsletters to social and digital media and to funding applications to major philanthropic organisations.

Reporting Line:

The Development Manager will report directly to and work closely with the Director of Communications, Marketing and Development. The Development Manager will be a member of the school's support staff. The role is part of the Marketing, Admissions and Development department. The Development Manager will be expected to work closely with, amongst others:

- Alumnae Relations and Archive Manager
- Marketing and Communications Manager
- Finance Manager

Main duties and responsibilities:

Fundraising:

- Assist in the establishment of the Channing Social Impact Fund and fundraise for it;

- Set up and work on the annual fund, including assistance with marketing materials and campaign events;
- Set up and work on the legacy programme, including assistance with marketing materials and campaign events;
- Engage with colleagues to build internal support for fundraising and create a network of ambassadors;
- Design and manage Development events and ensure that they are delivered to a high standard and within budget;
- Assist with answering the reporting requirements of trusts, foundations and statutory funders;
- Arrange meetings with donors and potential donors;
- To ensure that all fundraising activity complies with the school's fundraising policy and with fundraising legislation.

Database and Research:

- Work with the Alumnae Relations and Archive Manager to maintain the CRM database, accurately inputting and updating constituent information, running queries and reports, gift entry, and any other related duties which might later be deemed appropriate to the role;
- Research and apply to potential sources of funding from the UK, European and international trusts and foundations;
- Conduct prospect research to identify potential new donors and fundraising streams (from current and past parents, alumnae and corporate/local businesses);
- Process data as appropriate, across all stakeholder groups, regularly updating records on the database, and working with external agencies if required;
- Create research briefs on individuals and organisations;
- Ensure that data usage is GDPR and PECR compliant and respects the School's privacy notice.

Administration:

- Process all incoming gifts and ensure that donors are thanked by the most appropriate member of staff;
- Work with the Finance team to ensure accurate financial reports are produced and direct debits are collected;
- Review donors whose commitments have ended or will soon be ending, and present these to the Director of Communications, Marketing and Development for appropriate follow up;
- Maintain accurate records of all pledge payment intervals for donors across all sectors, ensuring that donations are chased appropriately;
- Assist with the preparation of regular Development reports to Governors, the Senior Leadership Team, and the Alumnae and Development Board.

General Responsibilities

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the school's safeguarding policies.
- Ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policies.
- Participate in the school's appraisal system, ensuring that performance standards and targets are set and met within the agreed timescale.
- Contribute to the overall ethos, work and aims of the school.

- The Development Manager may also be required to undertake such other comparable duties as the Director of Communications, Marketing and Development requires from time to time.
- The Development Manager is a varied one and therefore workload can fluctuate. Due to the routine of schools, the workload may not be evenly spread throughout the year.
- This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

The Development Manager will have experience of fundraising through regular giving programmes, legacy programmes, giving circles and stewardship. They will have excellent communication skills, both written and oral; a keen eye for detail; and strong organisational and time management skills. Development experience in the education sector is welcome but not essential.

- A proven and demonstrable track record in successful fundraising;
- Excellent interpersonal and written skills;
- Strong IT Skills;
- Ability to build and maintain productive working relationships with colleagues;
- Good attention to detail;
- Ability to use initiative, organise tasks and prioritise work without constant supervision;
- Deep knowledge of fundraising regulations and best practices
- Experience of working with data;
- Positive, resilient and flexible attitude;
- Ability to maintain strict confidentiality;
- Enthusiastic, and self-motivated to get the job done to the highest standards.

Salary & Benefits

- Competitive salary between £55-60,000 per annum, dependent on experience;
- The successful candidate will be entitled to 30 days paid holiday inclusive of bank holidays;
- The School will enrol you from the first day of your employment in a non-contributory pension scheme with the School contributing the equivalent of 10% of your salary on a monthly basis;
- A free lunch is provided;
- Use of School sports facilities when available;
- Annual Flu Vaccination;
- Employee Assistance Programme provided by Education Support;
- Training and development opportunities available.

Applications

Applications are to be made via **TES.com in the first instance**. A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you are unable to submit your application via TES please contact the HR department at recruitment@channing.co.uk.

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.

Deadline for applications: 19 March 2025

Interviews: 28 March 2025

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. In line with our Recruitment Policy, all shortlisted candidates will be subject to online searches including social media. A copy of this procedure is available on request. Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.



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