



ST. JULIAN'S
SCHOOL FOUNDED IN 1932



Role:

DEVELOPMENT ASSISTANT

Location: Carcavelos, Portugal
Reports to: Director of Development
Scope: Day-to-day support to the Director of Development
Type of job: Full-time

About the School

Founded in 1932, St. Julian's is a highly successful British international school for children aged 3 to 18. It is a unique and special place in character, history and location. Known for academic excellence, there are 1,250 students from more than 60 nationalities across four school sections: Pre-Prep (ages 3 to 5), Prep (5 to 11), Secondary (11 to 18) and Bilingual (5 to 15).

LEARNING TOGETHER TO
SHAPE A BRIGHTER FUTURE



The Opportunity

St. Julian's is moving towards its second century with real momentum. The Second Century campus project is taking shape, in 2032 the school will celebrate its centenary, and a Development office is being built from the ground up to carry both.

We are looking for a Development Assistant to work alongside our newly appointed Director of Development from day one. You will help shape the alumni network, the Centenary campaign and the school's archive as they come to life, and learn fundraising and alumni relations from the inside, at the very start.

The Role

This role supports the newly appointed Director of Development in laying the foundations for fundraising at the school. The Development Assistant will provide administrative and operational support across three pillars:

● Alumni relations:

You will help build and strengthen the lifelong connection between St. Julian's and its alumni across generations, from communications and events to reunions and visits.

● Centenary and heritage:

You will help care for the school's archive and prepare the materials that support the Centenary campaign, so its history is preserved and shared.

● Fundraising support:

You will research, track and report on alumni engagement and giving, helping the Director turn relationships into support for the school.

Key responsibilities

Alumni Engagement and Events

- Assist the Director of Development in building meaningful relationships with alumni across multiple generations to foster community.
- Support the Director in communicating with alumni ambassadors to distribute promotional materials for school events, activities, and campaigns.
- Provide administrative support for the Alumni Advisory Committee, the Alumni Association, and the Parents Alumni Association, helping to prepare materials and ensure the smooth running of programmed meetings.
- Support the logistical organisation of alumni meetings, reunions, and special events under the Director's guidance.
- Help host alumni visits by providing guided tours and sharing information about the School's current activities and achievements.

Communications and Content

- Assist in initiatives to develop and promote alumni merchandise that aligns with the school's branding and values.
- Collaborate on creative brainstorming for merchandise offerings and marketing campaigns.
- Maintain and update the back-office operations of the alumni portal to ensure functionality for the community.
- Draft content for a regular alumni newsletter highlighting key updates, achievements, interviews, and opportunities.
- Help create engaging content for social media platforms to promote School events and alumni stories.
- Provide technical or administrative support for the development of a historical podcast featuring notable alumni.

Archive and Centenary Project

- Assist in nurturing the school's archive and preserving historical materials and documents.
- Help organise archival materials for the Director to utilise for the set up of the Centenary campaign.

Fundraising Support and Reporting

- Conduct background research on alumni achievements, potential connections, and collaboration opportunities for the Director.
- Assist the Director with alumni fundraising initiatives by managing data entry and identifying potential opportunities for financial contributions.
- Help execute structured programmes designed to engage alumni in philanthropy.
- Assist in compiling data and drafting reports on alumni activities, engagement, and fundraising initiatives for school leadership.

Mentorship and Career Support

- Help maintain and update a business directory of alumni-run companies and professional services.
- Provide administrative coordination between the Student Futures Department and the Development office to facilitate mentorship and internship opportunities.





The ideal candidate

You are at the start of a career in philanthropy, communications or events, and you want to learn it properly, from the inside. You are organised, curious about people and their stories, and as comfortable with an alumnus from the 1960s as with a Year 13 student. Previous professional experience is welcome but not required.

You possess:

- Foundational experience or a strong interest in alumni relations, communications or event management.
- Excellent organisational skills, with the ability to track several projects at once.
- Strong interpersonal and communication skills, at ease across generations and cultures.
- Resilience and a positive presence in the team.
- Digital fluency across websites, social media and email newsletters.
- An eagerness to learn fundraising and philanthropy.
- A real interest in education and a commitment to the values of St. Julian's School.
- Fluency in English and Portuguese.

An interest in archives and historical preservation would be a bonus.

Why join St. Julian's?

You will join the school at a defining moment, with the support of the Director of Development and a team ready to deliver. Your work will be seen every day by our families, our staff and our wider community. Situated on the stunning coast of Carcavelos, we offer a professional environment that values academic excellence, tradition, community and innovation.

Compensation and Benefits

- A robust commitment to your continuous professional development.
- A competitive salary package.
- Comprehensive private health and life insurance.



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St. Julian's School
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2775-588 Carcavelos,
Portugal

www.stjulians.com

How to apply

Please submit your CV and a cover letter (maximum two pages) by email to: people@stjulians.com. Closing date: 1 November 2026. Early applications are encouraged, as we reserve the right to appoint before the closing date should the ideal candidate apply.

Our Reason to Believe

LEARNING TOGETHER TO SHAPE A BRIGHTER FUTURE



LEARNING

Encouraging students to become curious, creative, lifelong learners.



TOGETHER

Fostering a stimulating environment which celebrates the uniqueness of each student and where everyone feels they belong.



TO SHAPE

Enabling students to construct meaning for themselves and to be active in creating a better society.



A BRIGHTER FUTURE

Learning is the guiding light that enables students to be global citizens, driving change towards a more peaceful, inclusive and sustainable world.