



# THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS

The Grey Coat Hospital, founded in 1698, is a Church of England school for girls aged eleven to eighteen, with a mixed Sixth Form. The historic foundation of the school and its current ethos are rooted in a confident and generous Christian faith and practice, which welcomes students and staff of all backgrounds and beliefs. This outstanding school is situated in the heart of central London close to excellent transport links.

## Development Officer

**3 days a week (term time), pro rata pay: £16,000 approx. per annum**

The Grey Coat Hospital has long raised funds from various sources in order to provide its pupils with valuable enrichment opportunities. With a growing need for this supplementary funding, the school has recently further developed its fundraising by establishing a strong case for support, an effective fundraising website, and a basic fundraising strategy.

### The role involves:

The Development Officer will be the central point of contact for Grey Coat Hospital's development and alumni relations activities. They will lead on the implementation of this fundraising strategy with the support and guidance from an experienced Development Board. The role will involve planning and administering high quality communications - through events, mailings and one-to-one contact - with parents, alumni, trusts and local companies to achieve financial targets agreed, as well as proper stewardship to ensure Grey Coat Hospital builds a pipeline of lifelong donors. The DO will maintain the parent and alumni database and manage events, some of which may involve occasional work at weekends. Experience of using social media in a professional context is desirable.

### The ideal candidate will be:

Enthusiastic and self-motivated with exceptional organisational and administrative skills. They will be able to deliver on deadlines and be flexible about the duties and hours needed to fulfil the brief. Educated to degree level or equivalent, they will be a capable communicator with strong inter-personal skills. It is preferred that the candidate have a basic understanding of fundraising in the education or charity sectors. While direct fundraising experience is desirable, it is not essential but the candidate must be confident asking for money and have negotiating skills. Empathy and the ability to understand the motivations of those who might support the school is key. They will also have a basic understanding of GDPR and the need for discretion and confidentiality.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts. Please note CVs will not be accepted.

For further information, please refer to the links on our website [www.gch.org.uk](http://www.gch.org.uk).

Please address any additional queries to: [recruitment@gch.org.uk](mailto:recruitment@gch.org.uk).

**Closing date for applications: Friday 14 April 2023**