



JOB PROFILE



DEVELOPMENT MANAGER

To start: as soon as possible



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Terms: **Full-time** (initially minimum two-year contract)
Monday to Friday 08.30 – 16.30
35 hours per week, 52 weeks per year

There will be events and travel outside the normal working week, so flexibility is required.
Time in lieu will be given by agreement with the Line Manager.

Salary: **£25K** depending on experience and qualifications

Closing date: **Monday 20 September (interviews in the same week)**

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OVERVIEW

Luckley House School would like to establish a Development function to strengthen alumni and stakeholder relations, build a culture of support and raise philanthropic funds. The overall objective would be to build up engagement with Luckley House community (including alumni, parents and former staff) and to increase advocacy and support (in terms of both funding and time).

Excellent work has already been done in this area over the last 5 years by the School's Alumni Co-ordinator and to build on this the School now wishes to appoint a Development Manager to help strengthen the Luckley House community and put the foundations in place for fundraising. The post will be full time and will report, in the first instance to the Head, although mentoring and guidance will be provided by RSAcademics, a consulting firm engaged to establish the function. The Development Manager will focus on philanthropy and fundraising but will also work very closely with the Alumni Co-ordinator to support the existing work streams and build complementary new programmes.

The School seeks a dynamic individual to fill this exciting position. No experience in Development is required as training and mentoring will be provided, but applicants must have excellent written and verbal communications, an eye for detail, experience with spreadsheets or databases, and knowledge and understanding of independent schools and, if possible, Luckley House School. Proven skills in customer care and the ability to work with people of all ages and backgrounds are essential.

This is an exciting role that will be interesting, rewarding and varied. For the right person it presents an opportunity to create a role, gain highly transferrable skills and build experience across a wide range of marketing and communications disciplines.



JOB DESCRIPTION

Job Title: **Development Manager**

Job Purpose: **To establish a Development function to strengthen alumni and stakeholder relations, build a culture of support and raise philanthropic funds.**

Accountability: **To the Head**

Main Duties/Responsibilities

Communications and Events

Working closely with the Alumni Coordinator to develop the alumni and stakeholder engagement plan by:

1. Supporting and growing the network of alumni, parents, pupils, staff and friends of the school with a specific view to philanthropy and fundraising
2. Creation, promotion and management of a programme of communications, publications and events for alumni and other Luckley House supporters with a view to supporting longer term fundraising
3. Supporting existing events and planning and delivery of new events (fundraising) and all associated requirements (i.e. catering, venue management, speakers, booking, ticketing, parking), delivering on budget and on time, carrying out post-event evaluation, reports, photos and database management
4. Developing a strategy for and managing delivery of the Development Office's social media presence (currently Facebook and Instagram)
5. Working with the Marketing team to ensure all communications are on message and aligned with the School's brand and branding
6. Building a portfolio of alumni profiles for use in promoting philanthropy within the School
7. Developing relationships with alumni/development professionals in other schools to share best-practice and network
7. Working with the School's archives for use to engage alumni in philanthropy and fundraising

Fundraising

1. To develop an understanding of the fundamentals of fundraising in schools
2. To build and manage all fundraising process and protocols in line with industry best practice
3. To establish the Luckley House fundraising strategy and approach
4. To ensure that the Alumni Coordinator is briefed on all fundraising activities
5. To work with the Head to ensure that the Governing Body is fully briefed and approves fundraising plans
6. To manage fundraising communications within the School to ensure all members of the Common Room are aware of activities.
7. To support the creation of fundraising literature and communications
8. To manage regular giving and inbound fundraising requests (eg legacies)
9. To be the first point of contact for all fundraising enquiries
10. To support the creation of cases for support

Database and Relationship Management

Working closely with the Alumni Coordinator to:

1. Provide a point of contact for alumni, managing enquiries and providing timely responses, especially those related to philanthropy
2. Ensure records for alumni, donors, parents, staff and other supporters are maintained accurately and efficiently and that data remains consistent, accurate and up to date

3. Donation management (collection and recording of donations, thank yous, receipts, Gift Aid)
4. Logging relevant alumni interactions, including general correspondence, event attendance and donations to aid clear communication with the Alumni Coordinator
5. Ensuring data is managed in accordance with GDPR
6. Managing stakeholder surveys
7. Undertaking targeted research on alumni and potential donors including trusts, foundations and local businesses
8. Enriching the data set by identifying and recording information about higher education, careers and relationships between individuals and philanthropy
9. Establish a process for relationship management (logging communications and updating activities and plans for stakeholders)
10. Helping to prepare documentation and letters
11. Routinely providing regular financial and analytical reports on income, direct debits, standing orders, Gift Aid collection etc.
12. Preparing mailing lists (postal and email)
13. Monitoring mailing returns (postal and email) and updating database
14. Actively searching out lost alumni alongside the Alumni Coordinator
15. Budget and expense management for Development function

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to:

- comply with all policies and procedures issued by and on behalf of the School;
- participate in the School appraisal procedures as an appraisee and, if applicable, as an appraiser;
- to attend statutory and mandatory training.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence. All employees are required to make themselves familiar with the School's Privacy Notice for Staff policy.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Educated to degree level or equivalent work experience	✓	
SKILLS		
Excellent interpersonal skills and the ability to build relationships with a variety of stakeholders	✓	
Excellent written and oral communication skills and meticulous attention to detail	✓	
Ability to manage multiple projects/events and plan, organise and determine own workload to meet tight deadlines	✓	
Confident in using digital and social media platforms	✓	
IT literate with the ability to manage a development database after training. Able to create/maintain excel spreadsheets and manage mail-merge functions	✓	
PERSONAL QUALITIES/DISPOSITION		
Ability and willingness to support colleagues	✓	
A proactive attitude and ability to use own initiative	✓	
BACKGROUND/EXPERIENCE		
An understanding of the independent education sector	✓	
Knowledge of Luckley House School and its community		✓

NON-CONTRACTUAL BENEFITS

- ▶ **School's Pension scheme as well as a death in service benefit**
- ▶ **Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements**
- ▶ **Staff carpark**
- ▶ **Employee Assistance Programme (EAP)**
- ▶ **30 days holiday per year in addition to statutory bank holidays**
- ▶ **Free lunches**
- ▶ **Use of the school gym**

HOW TO APPLY

For further details please contact Mrs N Hall, HR Manager on **0118 978 4175** or email **narene.hall@luckleyhouseschool.org**

Alternatively, an application can be downloaded and submitted via the TES website at: www.tes.com/jobs/employer/-1002273

We reserve the right to interview and appoint before the closing date.