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THE LATYMER SCHOOL

Founded 1624

1. JOB DETAILS

Position Title:	Fundraising Manager
Reports to:	The Latymer Foundation/Headteacher
Department:	Fundraising
Prepared/Revised on:	May 2019

2. JOB OBJECTIVE

Overall responsibility for all fundraising activities for The Latymer Foundation on behalf of The Latymer School (including day-to-day fundraising as well as specific campaigns).

3. DETAILED DUTIES & RESPONSIBILITIES

Key duties and responsibilities are listed below. This is not an exhaustive list, however it captures the main areas of responsibilities.

1. Fundraising

- Development of campaign strategies
- Develop innovative campaign fundraising proposals for individual giving and regular giving campaigns
- Communications for direct fundraising (writing letters/telephone calls/etc)
- Liaison and engagement with corporate partners, as well as other stakeholders to increase donation income
- Managing and organising fundraising events and projects (current events include “welcome to Latymer” evenings for parents, Pop & Jazz evening, Foundation day, etc.)
- Development of further appeals and events to increase donation income

2. Communications

- Help maintain communications on social networking sites and the Latymer School website
- Production of tri-annual newsletter
- Give presentations as appropriate

3. Stakeholder relations

- Build strong effective relationships that will encourage engagement, gifts in kind, etc.
- Develop stakeholder relationship strategies

4. Administrative/other

- Write and prepare correspondence, letters and mailings
- Respond to general office emails, letters and telephone calls
- Attend Foundation/school events (including evening and weekend events) as required
- Represent the Foundation/school as necessary, both within and outside the School at meetings and functions, receiving visitors with a high standard of professionalism
- Digitisation and categorisation of fundraising and donor information

4. DESIRABLE SKILLS AND COMPETENCIES REQUIRED

- Accomplished social and inter-personal skills, a proven track record of building trusted relationships with a variety of individuals and groups
- A team player
- Persuasiveness, with the ability to influence any social situation using instinct and tact
- Ability and imagination to develop ways of enhancing relationships with parents and alumni
- Ability to recruit and manage fundraising volunteers
- Enthusiasm, flexibility, creativity, self-motivation and resilience
- Excellent communication skills, written and verbal, with experience in preparing proposals
- Excellent general office management skills, including Microsoft Office, relationship database management, research, digital reports and profiling
- Proven experience and success with specific projects
- Experience of event management
- A proven track-record of successful fundraising
- Ability to work autonomously as well as in a team