



## Development Fundraising Manager

### The Role

The purpose of this role is to assist the Headmaster and Governors in fundraising for the College.

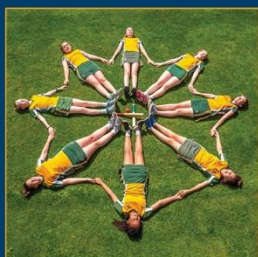
The Development Fundraising Manager will work closely with the Headmaster, Chair of Governors and the Development Committee to develop relationships, organise events and secure support for the College's development aims. In doing so, the Development Fundraising Manager will play an important role in transforming lives and making a difference for the children who will become the beneficiaries of the College's charitable purpose.

### Development Fundraising and Project 150

In 2020 the College will celebrate 150 years of education on its current site. Established initially on the Sussex coast in Shoreham in 1858 to educate the sons of clergy, the College moved to its current site in 1870. The charitable purpose of the College remains strong, with generous bursarial support provided to over 60 pupils each year, a number of whom benefit from transformational bursaries valued at between half and full fees.

The 150<sup>th</sup> anniversary provides an excellent opportunity for the College to celebrate its past and to articulate its vision as a leading independent school and educational charity. In doing so, the College seeks to reinforce its charitable purpose for the 21<sup>st</sup> Century, energise donors to contribute to its social purpose and create an enduring legacy for future generations.

Alongside Project 150, the College also seeks to raise funds for discrete capital projects in order to continue to improve the quality of its facilities, and therefore further enhance the school environment and educational opportunities for its pupils.





## Aims and Provision of the College

The College provides an excellent 21<sup>st</sup> Century education, with a strong academic focus, excellent student support and a global outlook.

The College comprises three schools:

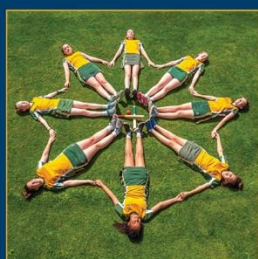
- A Pre-Prep School catering for 110 pupils from 2 to 7 years of age.
- A Prep School with 300 girls and boys from 7 to 13 years of age.
- A Senior School with 590 girls and boys from 13 to 18 years of age.

The College attracts pupils from both near and far, with day pupils primarily living in Sussex and boarders coming from Sussex and the surrounding counties, from London, Europe and further afield. In the Senior School, 75% of pupils live locally or in London, with 25% resident abroad. As an IB World School, the College has a number of partnerships with schools overseas and takes a global perspective in fulfilling its educational mission.

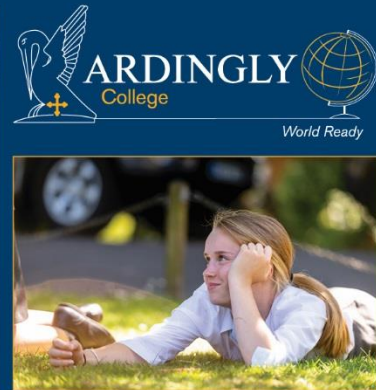
The College maintains high academic standards, and students achieve excellent grades in GCSE, A Level, IB Diploma and BTEC qualifications. In 2018 half of all leavers achieved at least one A\* and a third of the cohort achieved A\* or A grade in all subjects. GCSE students achieved 75% A\*-A (up from 66% in 2017). IB Diploma students achieved an average of 38.6 points (up from 36.8 in 2017), which placed them 6<sup>th</sup> in the ranking of UK schools offering the IB Diploma.

The College offers an outstanding range of co-curricular activities and has a proud tradition of sporting success, most recently in football, hockey, fencing and basketball. Recent achievements include becoming the first school to complete the World Solar Challenge in Australia, in a solar-powered car designed and built within the College, as well as success in national independent school tournaments in 2015 and 2016 (1<sup>st</sup> XI boys football ISFA Cup winners), 2018 (Under 15 boys football Elgin Cup winners) and 2017 (1<sup>st</sup> XI girls hockey finalists).

Over the past ten years the College has invested considerably in its facilities, with a new Science and Technology Faculty, a new Sports Hall and fitness suite, three new boarding houses, a second all-weather pitch, and a major relocation of the prep school into fully refurbished facilities. Future projects include further improvements to the academic and pastoral accommodation and enhancement of the sporting and performing arts facilities.







## College Governance, Subsidiaries and Financial Position

The College is governed by a board (known as the Council) which delegates work to a number of committees. The Development Committee is responsible for the College's development and fund-raising activity, and hence the Development Manager will assist the Chair of the Development Committee and the Chair of Project 150 in the fund-raising efforts of the Committee.

Executive responsibility for the educational provision of the College, its leadership and management is delegated by the Council to the Headmaster, who is supported by a College Management Team and Senior Management Teams in the Prep and Senior Schools, as well as Heads of the Prep and pre-Prep schools.

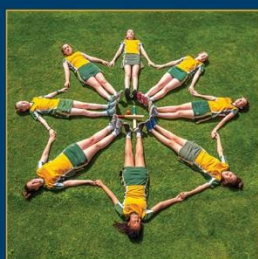
The Development Committee recently announced the formation of an Endowment Fund, through which to fund bursaries. The Fund has received generous support from major donors and will enable future generations to benefit from the education provided by the College.

In addition to fee income, the College generates revenue through a trading subsidiary, Ardingly Projects Limited, which operates chiefly through letting College facilities in the holidays. Revenue from facilities hire make a significant contribution to the provision of means-tested bursaries.

A second subsidiary company has recently been established to manage the College's international school projects, through which additional revenue will be generated.

## Reporting

The Development Manager reports to the Head, and will work closely with him as well as with the Chair of the Development Committee and Chair of Project 150.



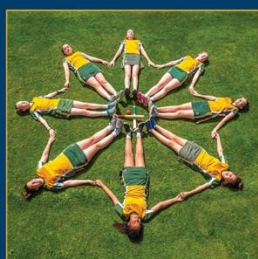


## Key Responsibilities

The role of Development Fundraising Manager is to support the Head and governors in securing development funding for bursaries and capital projects. The Development Committee is tasked with leading fund-raising activity, including the cultivation of donor relationships and requesting donations. It is not an expectation of this role for the Development Fundraising Manager to undertake direct fundraising requests.

The main responsibilities of the role are as follows:

- Contribute to the strategic development of the College's programme of events and fund-raising for Project 150 and other Development activities.
- Manage and cultivate relationships with key donors and the College's donor community; ensure effective stewardship of donor relationships, recognition of gifts and on-going donor invitations and updates.
- Manage and put into action agreed plans for Project 150 and other development campaigns.
- Organise and administer the programme of events for the celebration of the 150<sup>th</sup> anniversary of the College in 2020; prepare guest lists and invitations, liaise with College logistics managers and ensure effective communication and coordination of events.
- Prepare tailored information materials to support the case for donation to Project 150 and other development campaigns.
- Organise prospect and donor visits to the College, introductions to key staff and follow up communication.
- Promote and communicate regular fund-raising activity such as legacy programmes.
- Provide information and updates for the Headmaster, Senior Management Team and the Development Committee. Also to act as Clerk for the Development Committee: prepare agendas and papers and record minutes and action points.
- Provide information for the Development Committee on income and expenditure relating to Development activity.
- Maintain an active interest in and understanding of the College's activities, including building a network of relationships across the College among staff, parents and governors.
- Maintain knowledge of legal and tax issues relating to donations and legacies, and ensure that donations are managed efficiently.
- Act as an ambassador and representative of the College at all times.

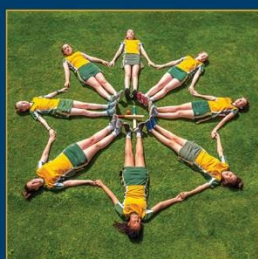






## Person Specification

	Essential	Desirable
Experience and Knowledge	Project management experience and a track record of supporting and delivering projects or campaigns efficiently and within budget.	Development or fundraising experience. Understanding / knowledge of the education sector. Prior knowledge and understanding of ethos of Ardingly College. Understanding of budgets, tax and legal issues associated with legacies.
Qualifications	Educated to advanced or degree level.	Relevant training or postgraduate qualification.
Skills and Aptitudes	Proven organisational and administrative ability. Strong communication skills, both in person and in writing. Strong networking and influencing skills. The ability to work collaboratively with members of the community, teachers and staff. IT proficiency, specifically with spreadsheets and databases and/or the willingness and ability to learn and develop relevant IT skills.	Financial acumen.
Personal and Professional	Flexibility and adaptability to the needs of the College and the role. Highly motivated to make a difference both for the College and for future generations of children as beneficiaries of the College's educational charity. Commitment to the aims and purpose of independent education, and specifically to the aims and purpose of Ardingly College and its role as an educational charity.	





## Remuneration

**Hours of Work:** Part-time basis, working 25 hours per week, for 40 weeks per year. Precise hours during term-time and holidays can be negotiated, although flexibility will be required to meet the expected annualised hours of 1000 hours per year. The successful candidate will be expected to work primarily at the College, but may be able to fulfil part of the role through flexible working.

Depending on the successful fulfilment of the role and the needs of the College to expand its Development Fundraising activity, there may be future opportunity for expansion of the role and hours.

**Rate of Pay:** Pro rata of £41,725 full time equivalent. (£23,470 based on 1000 hours per annum)

**Holiday:** 6.8 weeks paid holiday, included in annual salary.

**Anticipated Start Date:** Required from January 2019.

## Application Procedure

Applications should be made via our on-line recruitment system at [www.ardingly.com/vacancies](http://www.ardingly.com/vacancies) and should include a covering letter or personal statement outlining the applicant's suitability for the role. Details for two suitable referees should also be provided.

Ardingly College is committed to ensuring the welfare of our pupils and appropriate checks will be made before the appointment is finalised, including enhanced DBS checks.

The closing date for applications is **Monday 12<sup>th</sup> November 2018**, although applications will be considered upon receipt. Interviews are expected to take place week commencing either 19<sup>th</sup> or 26<sup>th</sup> November 2018.



Ben Figgis  
Headmaster

