



JOB DESCRIPTION

Development Manager

Department	External Relations
Line Manager	Director of External Relations (D of ER) with dotted line to Associate Director, Pauline Relations
Line Reports	Development Assistant

Role:

This key role is responsible for building on the strong foundations that have been put down in the last five years around regular giving at St Paul's and taking it to the next level as we prepare to launch a new £50million campaign. This post works across the whole of the St Paul's School community – Old Paulines, parents of current and/or former pupils, and staff. With a particular focus on regular giving the Development Manager will work closely with the Director and Associate Director of the department to continue to roll out the regular giving model in an engaging and motivating way.

Main duties and responsibilities:

- To continue to roll out an innovative regular giving programme for the School community in conjunction with the Director and Associate Director.
- To lead on the biannual Giving Day and telethon activity and to sign up members and steward all 1509 donors.
- To work with the Associate Director to grow legacy giving.
- To coordinate and lead the activity of the Fundraising Committee and to support the work of the student led Thomas Gresham fundraising Committee
- To support in the development of campaign copy.
- To contribute to prospect research generation.
- To play a proactive role in facilitating the activities of fundraising boards as developed outside of the UK.
- To report on progress against key targets agreed with the Director of External Relations.
- In conjunction with the Head of Community Engagement, to steward donor relationships in a strategic and sophisticated manner in order to develop and enrich the long-term personal relationships and affinities between donors and the School.
- To work with the Old Pauline Club to engage them with the fundraising models being developed.
- To maintain personal awareness of external fundraising developments and initiatives as well as matters of compliance and sector best practice.
- Any other task as otherwise reasonably directed by the Director or Associate Director.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

St Paul's School Vacancies



Personal Profile:

- Hardworking, driven and flexible and good at dealing with a multi-faceted workload.
- An enthusiastic and positive attitude. An important element of this role is to build close working relationships with staff and members of the community to deliver best results.
- Strong written communication skills, with the ability to generate persuasive and compelling copy
- Educated to degree level.

Essential Experience:

- At least 5 years' experience working in fundraising ideally within the school's sector.
- Knowledge of the marketing skills necessary to encourage sign up and buy-in to a cross-community campaign.
- Demonstrable fundraising success, and the ability to construct and roll-out successful fundraising campaigns.
- A genuine interest in social mobility through education and the aim of achieving open access status, alongside an affinity with the values of St Paul's School.
- Knowledge of working with a sophisticated CRM database – preferably Raiser's Edge.
- Strong IT skills: highly proficient with Microsoft Office.

Background and Terms of Employment

Our founder John Colet opened the doors to St Paul's School in 1509 to educate boys regardless of race, creed or social background. We are committed to our founder's vision and offer financial support to every boy who is successful in gaining a place at the school on academic merit and fulfils the means-tested bursary criteria. The quality of a St Paul's education is dependent upon the quality of its staff so we recruit high quality people and look after them well. St Paul's embraces diversity, inclusivity and equal opportunity and we are committed to building a team that represents a variety of backgrounds, personalities and skills.

We hope that working at St Paul's might be right for you. The atmosphere is relaxed, friendly, supportive and purposeful. We are a thriving organisation that draws upon a wide range of different skills, qualifications, roles and responsibilities, whether teaching or other support staff and personal professional development for all staff is a high priority.

Hours of work

Monday to Friday, 9:00am to 5:00pm, with an hour unpaid for lunch (35hpw), with flexibility required on occasions due to the nature of the post.

Holidays

25 days plus 8 Bank Holidays per annum. Annual leave should usually be taken during School holidays (Term dates can be found [here](#)).

NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days; however, this is non-contractual and does not affect annual leave entitlement.

Salary

Circa £50,000, dependent on skills & experience, plus benefits.

Benefits

St Paul's School Vacancies



- 25 days of annual leave plus 8 UK Bank Holidays. After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.
- A generous Stakeholder pension scheme.
- Death in Service Benefit.
- Free daily hot lunches including vegetarian options, bistro dishes, soup and salad bar, and hot drinks and snacks supplied throughout the day.
- Employee bicycle scheme, where a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500. Bike mechanic visits site regularly to maintain the bicycles.
- Use of sports facilities, including swimming pool, gym and staff changing rooms and showers.
- Employee Assistance Programme – An independent, free and confidential advice service that can offer both practical advice and support on topics such as Debt & Finance Support, Legal and Tax Advice, Family Care and Mind and Body Support.
- Free parking on site.
- Policy for funding external professional development.
- Access to school counsellors, doctor and physiotherapist.
- Annual flu vaccination.
- After one years' service, part remission of tuition fees for children of employees (subject to competitive entry procedures). Please note this is not a contractual entitlement and the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Reimbursement for costs of eye-sight tests and contributions towards glasses for VDU work.
- State-of-the-art buildings, and a large and comfortable Staff Room.