



Wellingborough
School
Founded 1595



CANDIDATE INFORMATION PACK

DEVELOPMENT DIRECTOR

BURSAR'S FORWARD

Thank you for your interest in this role – a role which is genuinely exciting, challenging, and will be fundamentally key to bettering the outcomes for our pupils. This is a senior role in a hugely successful and nationally regarded School, suited to someone who is comfortable operating within a strategic intent and who wants the freedom to generate and run with their own ideas.

The School is looking for your support to significantly expand its fundraising against two specific aims:

First, bursary funding. We know that bursaries can change lives - no matter what a pupil goes on to do after school, the benefits of a Wellingborough education last well into adulthood. We want to maximise the opportunities afforded by an education here, where fees might otherwise be a barrier, by playing our part in supporting social mobility through our bursary programme - the 1595 Fund. We want to raise sufficient funds through philanthropy to double (and sustain) the number of bursary students at Wellingborough by 2030.

Second, to financially support Project Copernicus. In 2022, the Governors considered ways that the 60-acre site should be developed to sustain the margin of excellence that has so distinguished a Wellingborough education for the last 425 years. This resulted in a master planning exercise under the title Project Copernicus, which set out a statement of strategic intent of how physical assets will be delivered to enhance teaching and learning and to achieve a net carbon sustainable footprint, in order to deliver the School's vision. Some of these ambitious plans will be financed through philanthropy.

And so this is where you come in. Comfortable operating in a non-traditional fundraising hinterland, you will have the authority and freedom to operate within a strategic vision for the good of the School – and specifically our pupils, be they Wellingburians of today or tomorrow. Board-level exposure and public-facing confidence are essential, as are energy, intuition, and enthusiasm. So please read on - if you think you are the right fit (and indeed we are the right fit for you), please do come and visit to see for yourself what we do so well, and how you might fit into our team.

Nigel Johnson, Bursar



THE SCHOOL

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important, but we focus on adding value and look to accept every child who we believe will be happy in our environment.



We are extremely proud of our pastoral care and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award might be the 'big five', but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.



THE ROLE

Summary of the role:

The Development Director will be responsible for the development and implementation of an ambitious fundraising strategy to support the School in delivering its strategic objectives in two principal areas.

First, we have an ambition to expand our 1595 Bursary Fund so that any child offered a place at the Senior School can attend, regardless of their family's financial circumstances. The expansion of our bursary programme will only be achieved through securing significant levels of charitable donations and so the Development Director will play a key role in enabling the School to work towards achieving this vision.

Second, the School has an ambitious Estates Masterplan (Project COPERNICUS) to underpin its commitment to a high quality, broad education – the Masterplan details significant investment across our Prep and Senior Schools in a number of areas including technology, sports, performing arts and wider co-curricular activities. Raising funds to support the Masterplan's implementation will represent a key element of the Development Director's role.



MAIN DUTIES

Planning & Strategy

- Develop a strategy of donor development that will meet the School's capital development and bursary objectives
- Develop a compelling case for support and urgent reason to give in order to attract potential donors and nurture those with a history of giving to support the School further
- Use the database to build a segmentation model for donors at different levels, ranging from small donations via monthly giving to significant legacies and major gifts.
- Develop a plan for the cross-marketing of asks where appropriate and the upgrade of donors where appropriate
- Develop and oversee a communications strategy for current and potential givers
- Research and develop other potential givers such as current and past parents
- Conduct research to determine donor motivations in order to tailor and refine future asks
- Manage the strategic use of our alumni database and ensure that record keeping in the Foundation Office is scrupulously maintained
- Manage the Foundation budget to commission materials and host events to meet fundraising targets
- Scan the fundraising landscape and assessing how trends may impact upon fundraising at the School
- Line manage the Alumni Relations Manager

Stewardship

- Educate the School and wider community regarding the importance of philanthropy in the life of the School with a view to developing a culture of giving. This will include celebrating instances of past giving and demonstrating the positive impact of facilities and bursaries funded by donation
- Cultivate relationships with potential donors which may yield results in the future, whether by implementing events which bring together communities with a common interest, or making personal visits. This also includes the development of stakeholder communities united by a particular geography (London, Asia) or interest (former boarders etc.)
- Maintain and, where possible, enhance the relationship with existing donors and benefactors, including individuals and Trusts
- Maintain the relationships required to sustain current legacy pledges
- Build networks of support to allow us to connect with hard-to-reach, potential donors, exploiting existing relationships to secure gifts
- Harness the commitment of key volunteers and Governors in pursuit of the Foundation's objectives
- Work with the Old Wellingburian Club to enhance a culture of giving amongst alumni, retaining the support of recent leavers until they are in a position to give and utilising OW contacts to solicit gifts from alumni able to make donations
- Attend key school and OW events to represent the Foundation and to strengthen links with alumni and other potential donors

Administration

- Contribute to School communications, publications, the website and social media as appropriate
- Appropriately publicise and celebrate donation and benefaction, including via the maintenance of benefaction, trust and honours boards
- Oversee the requirements of the War Memorial Scholarship Fund and Leavers Boards
- Liaise with Finance to ensure appropriate transfer of monies from Trusts, Legacies, Funds and Fellowships
- Maintain appropriate records of all fundraising activities
- Ensure appropriate records of Gift Aid are kept enabling submission of claims to HMRC
- Manage the departmental budget

Fundraising

- Develop other revenue streams such as Trust funding and relationships with local businesses amenable to supporting the School or building mutually beneficial partnerships
- Increase philanthropic gifts, especially major gifts for bursaries and capital projects, through effective donor relations, cultivation and stewardship. This includes ensuring that donor expectations are met, that they are always appropriately thanked, and that feedback concerning the impact of their gift is always reported
- Ensure that all fundraising activities meet all legal and financial requirements of the Charities Act and the GDPR, and that all activities meet the high ethical standards of the School

Flexibility

- Support the endeavours of the School and to undertake any other professional duties as required and directed by their Line Manager and/or the Headmaster
- Undertake training and development relevant to the post and in line with the School's developing profile.

PERSON SPECIFICATION

Skills/Experience/Knowledge

Excellent leadership skills with the ability to inspire stakeholders with the School's vision for the future

A proven track record of fundraising expertise, with experience of meeting challenging targets

Experience of major donor fundraising and a proven ability to personally close on major donations

A strategic thinker who can tailor well-constructed messages to specific audiences

A board level operator with a demonstrable capacity to operate effectively in a complex, multi-stakeholder environment

High level organisation skills with a critical attention to detail

Commercially focused and results driven

Excellent inter-personal skills needed to build relationships quickly with diverse audiences

Outstanding verbal and written communication skills

Match the values of Wellingborough School

Qualifications

Educated to degree level or above

Appropriate fundraising qualification(s)

Personal Qualities

An ability to be persuasive, yet diplomatic and aware of the individual needs/motivations of donors

Highly motivated and able to operate with a degree of autonomy

Flexible in working patterns as some evening and weekend work required

Experience of working in the education sector

Ability to work in a team and to build strong working relationship with key colleagues across the School



THE DETAIL

Contract type: 52 weeks per year

Annual Leave: 27 days holiday + 8 public holidays p.a.

Hours: 37.5 hours per week. Some flexible working will be considered.

Salary: c.£70,000 - £80,000 per annum

Reporting to: Bursar (and ultimately the Headmaster)

Revision of Job Description:

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.

Benefits

Working at Wellingborough School is hugely rewarding, albeit demanding and busy. Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School's sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

The Process

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to recruitment@wellingboroughschool.org by 2pm, 13th June 2023.

1st round of interviews will take place on 21st June 2023.

2nd round of interviews will take place on 6th July 2023.