

HAMPTON SCHOOL

HMC INDEPENDENT SCHOOL FOR BOYS, FOUNDED IN 1557

DEVELOPMENT DIRECTOR

Candidate Information

FROM THE HEADMASTER

Thank you for the interest that you have shown in this important senior role at Hampton. I hope that this introduction will provide context for the exciting opportunities ahead and encourage you to apply.

Our Development Director will have a very clear focus: to engage our community and raise funds for The Fitzwygram Foundation. This is a separate but closely linked educational charity with the singular goal of providing free places at Hampton for boys who, due to lack of family financial means, would not otherwise be able to access our School. The work that we do with The Fitzwygram Foundation lies at the very heart of Hampton's distinctive ethos and values. Our Trustees, along with colleagues, pupils, parents (current and former) and alumni, are fully committed to the Foundation. There is no more important collective aspiration for our community over the years ahead than upholding our inclusive heritage through providing bright pupils of all backgrounds with fair access to the Hampton education they merit. A combination of The Fitzwygram Foundation's fundraising and the School's parallel commitment to means-tested fee assistance is currently enabling 106 Hamptonians (c.8% of the senior school roll) to attend on free places.

This is an exciting opportunity for an outstanding Development Director to work with an engaged and forward-thinking Foundation Board of Trustees to raise funds to support free places at Hampton. The successful candidate will improve our established alumni network and take our fundraising success to date to even higher levels. Building on work already undertaken

in these areas, the primary focus for the postholder will be working with us to implement a new development plan to support our long-term vision for providing free places. As this role is fundamental to our ambitious plans, our new Development Director will be given the support needed to develop fundraising and stakeholder relations and to establish their own collaborative, friendly and supportive team.

This is a significant opportunity for a creative thinker with a strong track record in fundraising to make a significant difference to our School and the lives of our pupils.

If you are excited by the opportunity and the challenge, please read through the rest of this brochure, visit our website, and submit your application for the role.

I shall very much look forward to meeting you in the near future.



Kevin Knibbs MA (Oxon)
Headmaster

A handwritten signature in black ink that reads "Kevin Knibbs".



ABOUT HAMPTON SCHOOL

Hampton School was founded in 1557 by Robert Hammond, who left a sum of money in his Will to set up a school for local boys in the parish of Hampton. Our other early benefactors included Nicholas Pigeon, his grandson Edmund Pigeon, and the Reverend FitzRoy Fitzwygram, who all used their wealth to support the education of local underprivileged children. Many generations on, Hampton remains committed to playing a full and active role within the local community.

Hampton is one of the country's leading, most successful and well-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.

We are a lively, friendly and caring school community in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our pupils not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to be their personal best while supporting those around them with kindness and respect. Our alumni network is extremely strong, and former pupils remain very connected to Hampton, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

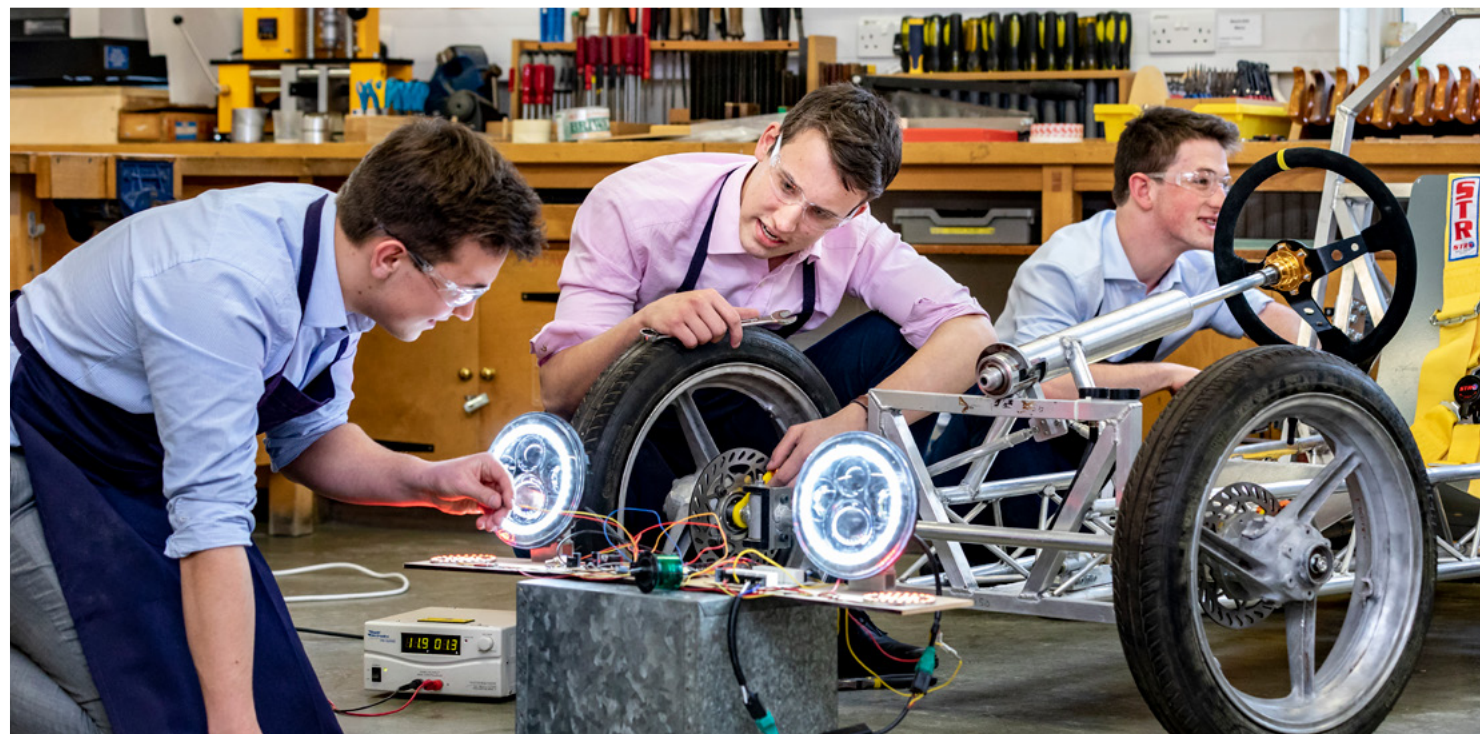
The School's examination results and university entrance record consistently rank among the best achieved anywhere. Over 90% of Hampton leavers go on annually to undergraduate courses at Russell Group or equivalent UK universities. We also support pupils who wish to study at US and Canadian universities, some of whom achieve academic and/or sporting scholarships.

Hampton is situated in a leafy suburb of South West London, where we are fortunate to have over 27 acres of green field site, and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, The Lady Eleanor Holles School, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023.

THE QUALITY OF THE PUPILS' ACADEMIC AND OTHER ACHIEVEMENTS

- *Pupils' achievements are exceptional across the broad academic curriculum, in extra-curricular activity and in the extensive enrichment programmes*
- *Pupils make excellent progress, building extremely strongly on their high ability on entry*
- *Pupils develop outstanding knowledge, skills and understanding in all areas of learning that are well in advance of age-related expectations*
- *Pupils' communication skills are outstanding. Pupils display excellent attitudes to their learning*



THE QUALITY OF THE PUPILS' PERSONAL DEVELOPMENT

- *Pupils' self-knowledge and self-understanding are excellent*
- *Pupils have a notably high moral understanding and demonstrate full responsibility for their own excellent behaviour*
- *Pupils have excellent respect for others, strongly appreciating their similarities and differences. Pupils display a highly developed understanding of how to stay safe, including online*



A copy of the full ISI report can be found on the School website, and a summary booklet of the inspection team's key findings is linked [here](#).



ABOUT THE FITZWYGRAM FOUNDATION

As a former grammar school, Hampton has no historic endowment fund on which to draw, and this has limited the number of pupils the School could support. There are many talented boys within the local community who are unable to benefit from a Hampton education due to lack of funding.

In order to address this, The Fitzwygram Foundation was established in 2016 as a separate but linked charity for the sole purpose of increasing the number of free places offered at Hampton School for pupils in financial need. The Foundation draws upon the support of the School community, which includes alumni, current and former parents and staff. The Fitzwygram Foundation is currently funding 17 free places at Hampton School.

The Fitzwygram Foundation Trustees meet regularly with the Development Director and consider all aspects of fundraising activity. Further details relating to the Governance and Objectives of The Fitzwygram Foundation can be found via the Charity Commission website [here](#).

THE FITZWYGRAM
FOUNDATION

DEVELOPMENT AT HAMPTON

Development at Hampton in its current form has been in place since the establishment of The Fitzwygram Foundation in 2016. Over this period, it has built up strong relationships within the School community and established excellent fundraising foundations.

The primary fundraising focus over recent years has been on raising funds for The Fitzwygram Foundation to provide additional free places at the School. In total, 106 Senior School pupils are currently attending Hampton on completely free places, of which 17 are funded by the Foundation.

Our ambition, in the first phase, is to be able to fund an additional 50 free places via The Fitzwygram Foundation, and this will be the focus of the development strategy and plan. This ambition is to be assessed and reviewed by the Development Director to determine realistic targets and associated expectations. Fundraising for capital projects and academic endeavours may also be part of future fundraising plans.

Secure foundations have been established:

- The free places campaign has successfully raised over £3.3m since 2018
- The Fitzwygram Foundation has an established board of Trustees and an excellent relationship with the Hampton School Trust
- A regular programme of communications and events for alumni (Old Hamptonians – OHs) is in place
- The alumni network of OHs has a warm and notably supportive relationship with the School
- Data is managed on Raiser's Edge database, which currently holds over 25,000 constituent records (of which approximately 4,900 have active emails)
- A Giving Day campaign is planned for summer 2025





ROLE OVERVIEW

Hampton School is seeking to appoint an exceptional Development Director to take the lead in creating and delivering its future fundraising and alumni relations strategies. Both will align with the vision, goals and values of the School and The Fitzwygram Foundation and build upon the secure foundations already in place.

The new Director will be a visible senior leader within our School community and a powerful ambassador externally; they will be responsible for building the Development team and further developing relations with a broad network of friends, supporters and stakeholders to cultivate an active alumni programme and raise the income required to increase significantly the number of free places at Hampton funded by The Fitzwygram Foundation.

This post has clear priorities, but the Director will be given the autonomy to assess and agree on the goals and shape the development strategy and plan to achieve them. This important role will most likely be suited to a strategic and experienced development professional with a track record in major gifts fundraising and stakeholder relations gained inside or outside the education sector.

The successful candidate will have the opportunity to build their own Development/Alumni Office team. Until that time, Development work is being overseen by The Headmaster's office and others within the School's Senior Leadership Team. This support will continue once the Development Director is in post and until their new Development team has been established.

The Development Director will be responsible for the provision of major gifts, regular giving and legacy programmes, refining the cases for support, as well as managing and expanding our network of potential supporters through a programme of communications and events.

This role will be directly responsible for:

- Leadership and management of all fundraising and alumni relations activities in support of The Fitzwygram Foundation
- Creating and delivering a strategic fundraising plan
- Ensuring a close and highly effective relationship with The Fitzwygram Foundation
- Generating significant new philanthropic income for free places at Hampton
- Building a long-term culture of giving at Hampton

The School is open to ideas and wishes to provide the right candidate with an opportunity to build and deliver a long-term plan, deliver best practice and create a new function.

The Development Director will report to The Headmaster (via the Bursar) and will be a co-opted member of the Hampton School Trust Senior Leadership Team (SLT).

Key Responsibilities

Strategy Development and Implementation

- Work with The Fitzwygram Foundation Trustees, The Headmaster, the Bursar and the SLT to review, further develop and implement the development plan and fundraising strategy to support the School's vision and the Foundation's ambitions to provide free places at Hampton
- Assess the fundraising potential and establish achievable mid-term targets and timeframes
- Ongoing research and testing of development assumptions and goals to ensure that the objectives and targets identified in the strategy are realistic and achieved on time and within budget

Fundraising

- Develop cases for support that align with the Hampton School/ Fitzwygram Foundation strategy and clearly articulate why philanthropic funds are needed for free places and potentially, in the future, for capital projects and other priorities
- Identify and take personal responsibility for a portfolio of major gift prospects
- Work with The Headmaster, the Bursar, Foundation Trustees and other senior colleagues and volunteers to research, plan and undertake donor solicitation meetings
- Research, engage and steward potential major donors and key stakeholders through the ongoing development and careful management of a donor pipeline
- Attend Fitzwygram Foundation Trustee meetings and work closely with, inspire and mentor Fitzwygram Foundation Trustees and future campaign boards to support fundraising
- Develop a comprehensive fundraising programme, ranging from regular giving through to major gifts and legacies, and implement strong supporting activities, systems and policies for potential donor identification, research, engagement and management, donor stewardship and recognition, gift management and accounting and ethics
- Identify and generate income from grant-making trusts
- Maintain positive working relationships with Old Hamptonians (alumni), parents, former parents and other stakeholders to encourage lifelong engagement, networking, advocacy and support of fundraising initiatives and other strategic School activities
- Ensure that all activities undertaken by the Development department are performed to the highest standards and following best practice as established by professional bodies such as the Institute for Fundraising, the Council for Advancement and Support of Education and the Institute of Development Professionals in Education
- Ensure the School website is updated and accurate in relation to the work of the Development department and maximise the use of technology for donations, e.g. using online forms and direct debits

Alumni and Stakeholder Relations

- Ensure that a carefully curated and sustainable programme of events and communications for Old Hamptonians and other stakeholders is further developed, delivered, evaluated and evolved based on regular research and feedback, ensuring engagement across all ages and segments and optimum ROI
- Maintain regular communication through a range of channels, including email, the alumni website, social media and printed materials
- Actively engage with the Old Hamptonians' Association (OHA), communicating as required with the Chair and individual members to optimise the relationship between the Club and the School for the benefit of OHs and the School
- Optimise Raiser's Edge to deliver an online community for alumni, parents, friends and supporters
- Effectively integrate the alumni volunteering programme with the Careers department and continue to grow the pupil/OH mentoring scheme
- Actively build and maintain relationships with prominent and influential OHs both in the UK and overseas
- Ensure accurate and complete records are kept in line with current data protection legislation and managed in a way to maximise support
- Facilitate the involvement of alumni in the School's curricular and co-curricular activities

Reporting and Communications

- Develop and implement all fundraising policies, procedures and systems in accordance with charity and fiscal law, including Charity Commission and HMRC requirements
- Deliver best-practice fundraising policies, protocols and practices, adopting the highest standards of fundraising practice in line with the UK Fundraising Regulator's **Code of Fundraising Practice**, GDPR and PECR and following best practice as established by professional bodies such as the Institute of Fundraising, the Council for Advancement and Support of Education and the Institute of Development Professionals in Education

- Ensure all fundraising processes and policies are executed in a timely and accurate manner, e.g. donation packs, Gift Aid reporting, etc.
- Attend Fitzwygram Foundation Trustee meetings, developing agendas as required and working closely with the Chair and other committee members
- Ensure that donors and volunteers are appropriately thanked, regularly updated on progress towards the School's goals and appropriately recognised for their contribution
- Prepare regular reports for The Headmaster, the Bursar, the Senior Leadership Team, and Fitzwygram Foundation Trustees/ Development Committee
- Represent the School and/or The Fitzwygram Foundation at internal and external events
- Prepare and manage the Development budget, ensuring robust financial management of both income and expenditure
- Ensure that all donations comply with the Donation Acceptance Policy

Leadership and Management

- Identification of structure and requirements for a sector-leading Development team to deliver the Hampton School Development Plan
- Line-manage the Development team and recruit and develop new staff
- Provide energising and effective leadership to the Development team and communicate its aims, purpose and outcomes to the School, alumni and wider community
- Lead and manage the day-to-day activities of the Development Office, ensuring that clear objectives and KPIs are set and that team members and volunteers receive the necessary support, training and guidance to ensure activities are efficient and effective
- Work closely with and advise the alumni association and other supporter organisations on industry best practice for serving their members, optimising their relationships with the School and working with each other

- The Development Director will represent the fundraising and stakeholder perspective at SLT meetings and throughout the School. In addition, the Development Director will:
 - have regular meetings with The Headmaster and the Bursar to monitor progress, review and agree on approaches, and take key decisions relating to fundraising
 - work closely and collaboratively with the Communications and Marketing teams to ensure alumni and other stakeholder activities are aligned with the Development Plan and the fundraising strategy and all activities support the Hampton brand
 - coach and mentor SLT members, Fitzwygram Foundation Trustees and other staff concerning development objectives and securing donations

Additional

- Ensure that all enquiries about fundraising from alumni, parents, donors, prospects, well-wishers and other members of our community are managed in a timely, welcoming, friendly and helpful manner
- Ensure all duties are carried out in accordance with current fundraising practices, safeguarding and health and safety regulations
- All staff are responsible for the safeguarding of children in line with the Hampton School Safeguarding (Child Protection) Policy. This policy can be found [here](#)
- Undertake any training and development for the better fulfilment of the post
- Undertake any ad hoc duties or projects as requested
- Undertake any other duties and responsibilities in association with the role as determined by the Bursar or The Headmaster

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities, tasks and duties. The postholder's actual responsibilities, tasks and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. This job description is subject to review in line with the developing needs of the School.



PERSON SPECIFICATION

The Development Director at Hampton will need to:

- Provide demonstrable experience of successfully creating and implementing a £multi-million fundraising strategy
- Provide demonstrable knowledge and experience in creating high-performing engagement and fundraising functions
- Bring best practice across the development range but the flexibility to adapt this to the needs of the Hampton community
- Be a natural and easy communicator with all stakeholders (including high net worth potential/current major donors, parents, staff and alumni of all ages and backgrounds) and be able to inspire and win confidence and trust
- Be an ambassador and advocate for Hampton School and The Fitzwygram Foundation
- Be an effective team leader, able to motivate and inspire staff and senior volunteers
- Appoint and line manage a talented and self-motivated team and demonstrate the capacity to get the best out of each individual member's strengths, talents, and experience; have the ability to manage as a 'team captain' but in a collaborative style
- Be financially and commercially astute
- Enjoy learning and have the sense of humility which accompanies the desire and will to develop personally and professionally

Knowledge and Experience

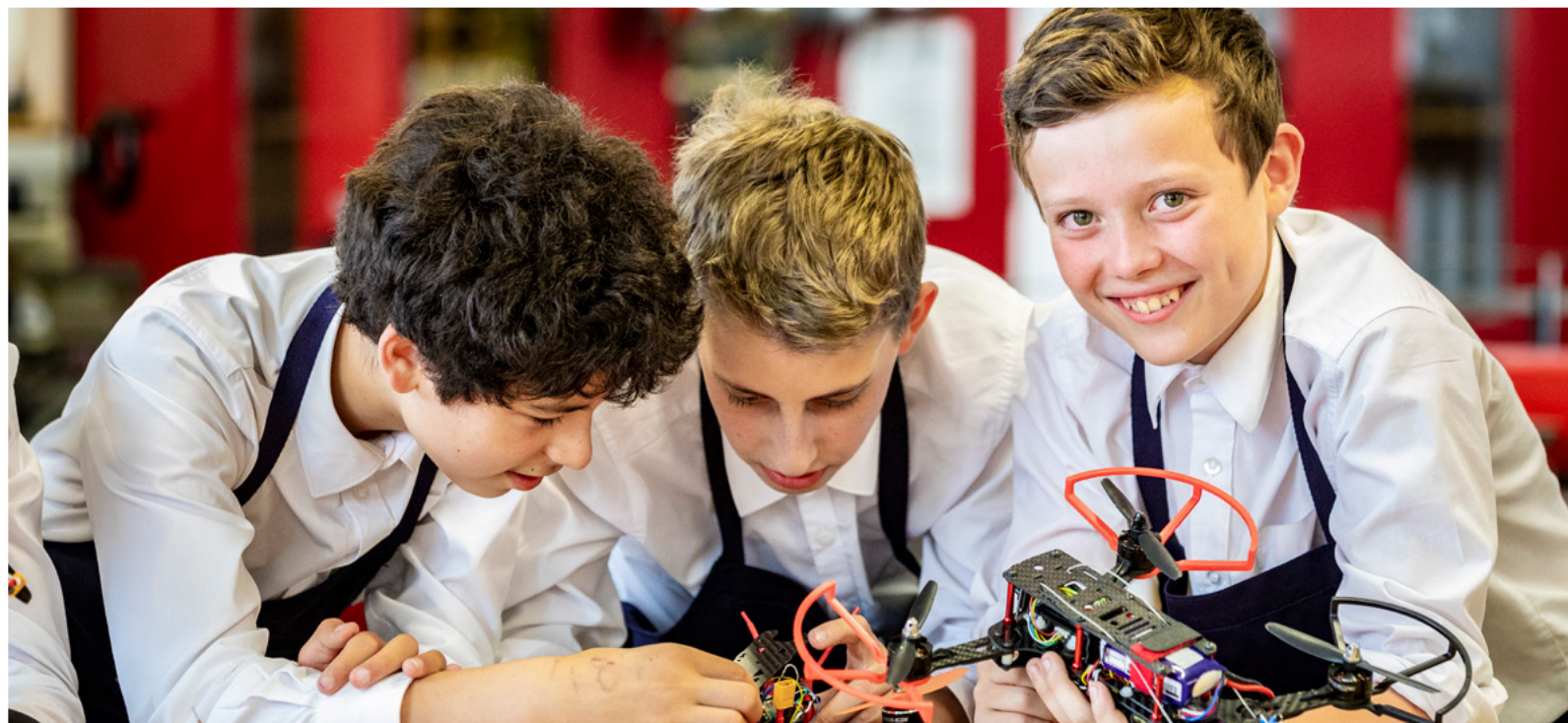
- Educated to degree level or equivalent
- A comprehensive and proven understanding of the principles and practices of fundraising and alumni relations gained from working in the education, charity or arts sectors
- A demonstrable and successful track record of securing (six-figure +) major gifts
- A strong and demonstrable track record in creating and delivering effective and successful fundraising and stakeholder events and communications
- Experience of developing, implementing, and leading a team through the execution of a strategic plan within the organisations
- Line management experience
- Knowledge of tax-efficient giving in the UK and internationally
- Experience of data analysis, IT and research to support fundraising growth
- Knowledge and understanding of the General Data Protection Regulations
- Experience of working with Raiser's Edge or similar databases
- Experience of budgeting and forecasting
- Knowledge of the education sector would be of benefit but is not essential

Skills and Abilities

- Excellent strategic, organisational and planning skills
- Equal strength in tactical and strategic execution
- Proven ability to make 'the ask'
- Outstanding written and verbal communication skills, including the ability to be a passionate and compelling advocate for the aims and ethos of the School and the Foundation
- Knowledge of the regulatory framework for fundraising and charities
- Ability to manage and motivate staff and volunteers
- Good attention to detail
- Deep understanding of the alignment of development, communications and marketing
- Awareness and understanding of the safeguarding and welfare of children and a clear commitment to delivering best practice in safeguarding (this is not a pre-requisite; training will be provided)

Personal Attributes

- Personal dynamism and the ability to win support for a cause or idea by interacting with donors, parents and alumni in a variety of settings and levels
- The ability to exercise tact, diplomacy, and discretion combined with personal warmth, friendliness, and openness
- Shares the values and ethos of Hampton School and The Fitzwygram Foundation
- Positive and collaborative team player
- An appetite for hard work with a passion for achieving targets and results
- Innovative and creative thinker
- Values and promotes diversity and inclusion and has the skills to support an inclusive and diverse school community



APPOINTMENT TERMS

A highly attractive and competitive remuneration package is offered, reflecting the seniority and significance of the position. The eventual salary will depend on skills and experience.

28 days' holiday plus Christmas closure and Bank Holidays are offered.

The postholder shall work such hours and times as necessary for the successful performance of the role. Attendance at events after hours and on weekends will be required in accordance with the fundraising schedule.

All support staff are enrolled in a money purchase pension scheme with a 4% employee and a 10% employer contribution. Further details on additional contributions or Salary Sacrifice can be discussed at the time of appointment with the successful candidate.

An attractive range of non-contractual benefits is currently offered by the School's Governors and includes:

- Private health care
- School fee remission
- Free on-site parking
- Access to staff fitness facilities

Any offer of employment will be subject to receipt of two satisfactory references, one of which must be from the candidate's current (or, if not currently employed, their most recent) employer. Offers of employment will be subject to the satisfactory outcome of an Enhanced Disclosure and Barring Service (DBS) check with the Children's Barred List.

Equal Opportunities: it is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religion or belief, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. The School will make reasonable adjustments to accommodate the disabilities of both prospective applicants and successful applicants.

APPLICATION PROCESS

Interested candidates are invited to contact RSAcademics to arrange a confidential and informal discussion with:

Lucy Mediratta, Search Consultant:
lucymediratta@rsacademics.com

Closing date: 10.00 am on Tuesday 13th February 2024.

You should submit:

- A completed application form (available to download from www.rsacademics.com)
- A covering letter addressed to The Headmaster, Kevin Knibbs. The letter should be a maximum of two pages and should explain your reasons for applying and outline your suitability for the role

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the RSAcademics website. If you have any questions about uploading your application documents, please contact Jonathan Barnes, Head of Operations (Leadership Appointments), at applications@rsacademics.com. Jonathan can also be contacted by calling our Head Office on + 44 (0)1858 383163.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact RSAcademics' Head Office by telephone
- Preliminary interviews with RSAcademics will take place via Microsoft Teams in the week commencing 19th February 2024
- Longlist interviews will take place at Hampton School on Thursday 29th February 2024
- Shortlist interviews will be held at Hampton School on Wednesday 6th March 2024

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 Safeguarding Policy and Procedures 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 risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to The Headmaster.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



Founded in 2002 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. RSAcademics is committed to promoting diversity and inclusion in schools.

Please visit www.rsacademics.com for more information.



Because the world needs schools to **thrive**