



Development Executive

Required for September 2022



WELCOME

Thank you for considering this role at North London Collegiate School.

North London Collegiate School was founded in 1850 by Frances Mary Buss, a pioneer in girls' education, and was the first girls' school in the UK to offer its students the same educational opportunities as their male counterparts. We aim to nurture and develop independent minded young women who have the drive to take advantage of any opportunity they encounter and the desire to make a positive difference in the world.

As the *Good Schools Guide 2020* says, "If you're looking for an unashamedly ambitious and academic school, look no further".

We are proud of our reputation as one of the top academic schools in the country, consistently achieving excellent results and with an impressive record of securing places at Oxbridge, Ivy League and other top universities for our students.

This world-class education does not happen without the exceptional subject specialists in our classrooms. We appoint outstanding teachers who are passionate about their subjects and teaching young people. We nurture the talents and interests of our staff through our continuing Professional Development courses and other INSET opportunities.

Thank you for your interest in this post. I look forward to meeting you in the future.

Best wishes

Hazel Bagworth-Mann , Interim Headmistress

The School

Founded in 1850 and occupying an estate dating back to the 18th century, North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. North London Collegiate is an academically selective school with around 780 students in the Senior School and over 300 pupils in the Junior School. The School aims to provide an ambitious education for all its students through our established values of academic endeavour, excellence, pastoral care and international mindedness.

Examination results are outstanding, regularly placing the School in the top ten in *The Times* and *The Telegraph* League tables. In 2019, 89% of GCSE results were awarded grades 9/8, placing NLCS as the top performing school in the country. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and have had an outstanding record of success. Our students gained an average point score of 43 in 2021, placing us as the highest-achieving IB school in the country and in the top echelon in the world. Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating. There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

Following the opening of three partnership schools, NLCS Jeju (South Korea), NLCS Dubai, and NLCS Singapore, staff in the UK have opportunities to be involved in monitoring visits to these overseas schools, and to be involved in the recruitment and training of their staff. Teaching departments in all the schools are linked via Communities of Practice, which provide a forum for collaboration on projects between teachers and students, sharing of good practice and exchange of ideas.





The Role

LINE MANAGER: Director of Development

CONTRACT: Permanent, all year round.

HOURS OF WORK: 40 hours, 8.30 am – 5.00 pm Monday to Friday. Flexible working arrangements will be considered.

SALARY: £39,378 -£44,553 per annum (starting salary dependent on experience and qualifications).

This is an exciting time to join the School as we seek to appoint a new Development Executive. The role is part of the Development Department, headed by the Director of Development.

We are seeking a hard-working, dynamic and ambitious fundraiser to join our busy and fast-paced Department. The role, as part of a team is to foster engagement and build long-term relationships with existing and potential major donors.

Reporting to the Director of Development, you will support the delivery of the School's fundraising strategy. You will be a creative thinker and will be adept at building strong, effective relationships with stakeholders, from parents and alumnae, to trusts and Foundations, and friends of the School. The Development Executive will be responsible for cultivating and raising mid-level gifts and pledges and developing new relationships with donors to strengthen our fund raising efforts, with personal (agreed) annual fundraising targets. The role provides an important link between our regular giving programme and the principal and major gifts work led by the Director of Development.

The role-holder will take responsibility for actively growing new giving circles from alumnae, parents and other supporters, as well as delivery of the Frances Mary Buss Fellowship (legacy programme).

This is a full-time post with some evening and weekend work, flexibility is therefore required.

Main Responsibilities

Fundraising and relationship building:

- Personally manage a portfolio of donors and potential donors, building and maintaining a long-term, sustainable relationship between them and the School.
- Cultivate relationships with these donors and potential donors at relevant events and through regular meetings, in person or online.
- Seek to understand the passions, values and interests of potential donors and, where possible, match them to institutional projects and priorities.
- Effectively communicate the 'case for support' for, and raise significant funds for, the IDEAS Hub and Bursary Fund.
- Use creativity and initiative to identify and react to all fundraising opportunities.
- Ensure donors are kept adequately updated as to the impact of their giving.
- Work closely with the Development team to identify prospects and share intelligence for fundraising opportunities.

Legacy fundraising:

- Deliver the School's legacy giving strategy, growing the number and value of legacy gifts to the School, particularly in support of the Bursary Fund.
- Seek new members of the Frances Mary Buss Fellowship through the organisation of appeals, events, prospective legacy pledge meetings and promotion of legacies through our regular channels.

Events:

- In discussion with the Director of Development, plan, implement and run an engaging schedule of events (including the parent Neighbourhood Drinks, dinners, fundraising and stewardship events, etc.), working with colleagues across the School and with suppliers.
- Conduct extensive analysis to maximise attendance at events, along with producing marketing materials and using social media.
- Ensure that events are delivered to a high standard and within budget.
- Plan, implement and run events for former parents to help maintain their connection to the School.
- Provide appropriate follow up and evaluation of events to demonstrate impact.

Communications:

- In discussion with the Marketing and Communications team, create relevant and highly engaging communications (online and print) including e-newsletters, announcements, invitations and fundraising communications.
- Manage and increase the volume of users of our social media channels.
- Regularly update our web pages, along with taking a fresh look at ways in which our supporters can use the site.

Database:

- Ensure that The Raiser's Edge database records are accurately and efficiently maintained, including detailed records of all actions taken and information collected.
- Create and run list selections and queries, along with producing analysis and reports.
- Ensure that data usage is GDPR compliant and respects the School's Privacy Notice.



Person Specification

	Essential criteria	Desirable criteria	Measured by
Education & Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent work experience. 		Application
Skills & Abilities	<ul style="list-style-type: none"> Highly effective communication skills, and able to speak confidently to a range of stakeholders (including senior staff, parents and potential donors), in order to strengthen relationships. A good command of written and verbal English, with the ability to write clearly and concisely, particularly when preparing proposals for potential donors. High attention to detail and to accuracy. 	<ul style="list-style-type: none"> Experience of working with data. Experience of maintaining a customer relationship management database (ideally The Raiser's Edge or equivalent). Negotiation skills and the ability to persuade and influence with sensitivity. 	Application interview
Experience & Knowledge	<ul style="list-style-type: none"> Experience of fundraising. Well organised, with experience of working on a range of events to a high standard. Proven IT skills including Microsoft Word, Excel and Outlook. A strong sense of confidentiality regarding personal information and an understanding of the implications of the Data Protection Act 2018, GDPR, PECR and other information security standards. 	<ul style="list-style-type: none"> Working within a school or university environment. Track record of building relationships with donors, of securing donations and achieving fundraising targets. Knowledge of legacy fundraising. 	Application Interview
Other	<ul style="list-style-type: none"> Excellent team player, results focussed and able to meet deadlines in a fast-paced environment. Strong interpersonal skills and an ability to develop working relationships with colleagues, volunteers and suppliers. Willing to work evenings and weekends on occasion. 		Interview



Staff Benefits

Location

NLCS is a short walk from Canons Park or Stanmore stations. This makes the commute from central London just under an hour on the Jubilee line. Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service. For further information please visit our Travelling to School page [here](#).

Pension

Staff are eligible to join the Support Staff Scheme.

Meals

A free lunch is available for all staff during term time. Chartwells Independent, our dedicated caterer, accommodates all dietary requirements.

Cycle to Work Scheme

The School is a member of the long established Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

Eye Care Scheme

NLCS contributes towards eye care costs.

Canons Sports Centre

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

Performing Arts Centre

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

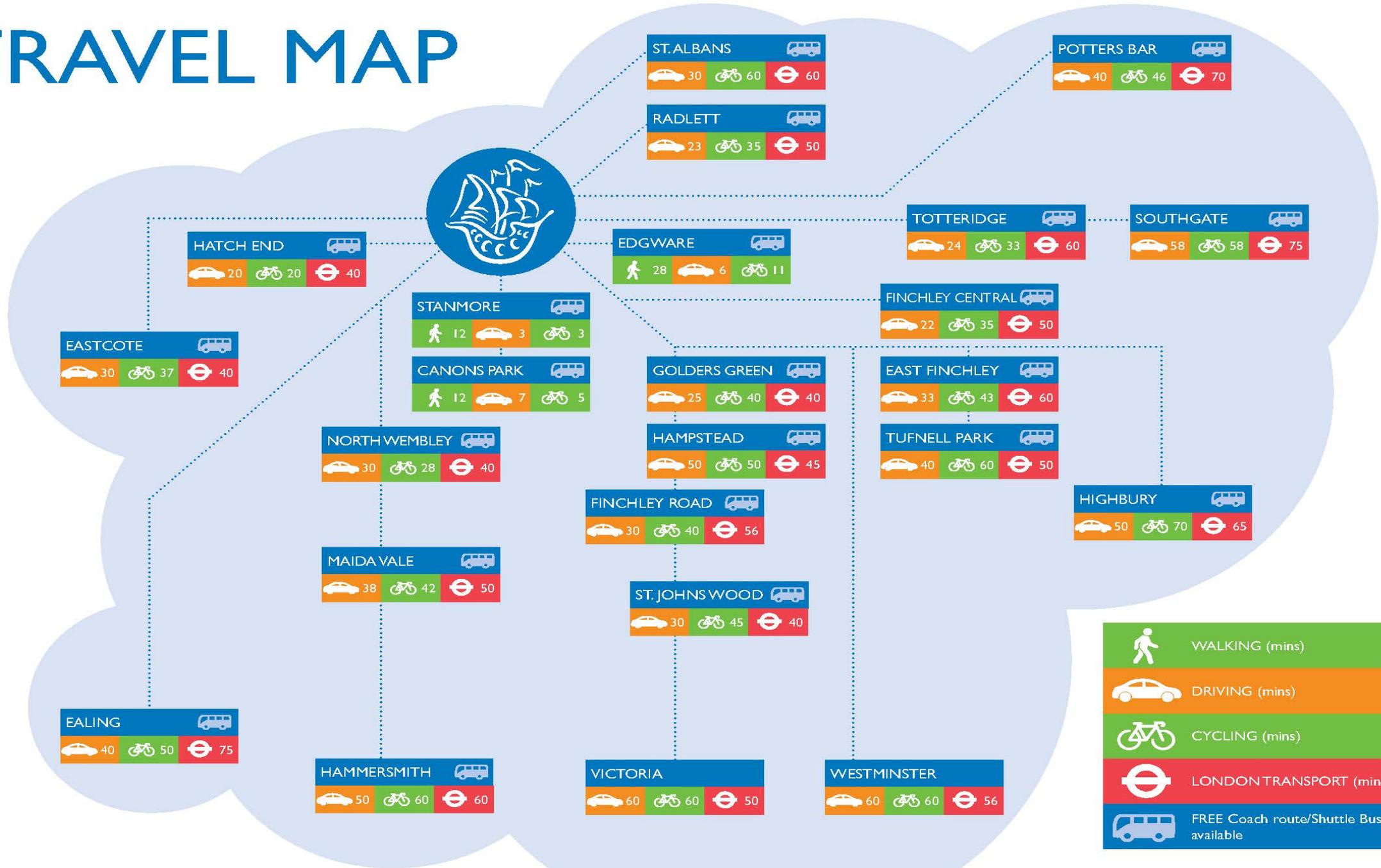
Fee Remission

Staff are eligible for fee remission for up to two daughters that meet the entrance criteria.

Health Care Scheme

Staff are eligible to be part of a discounted health insurance scheme.

TRAVEL MAP





Appointment Procedure and Key Dates

Candidates should apply through our recruitment system by clicking [here](#) . Applicants should submit the following:

- A one-page letter of application.
- Completed Application Form. CVs are welcome alongside the Application Form.
- References will be taken prior to interview unless indicated otherwise.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

For further information or an informal conversation, please contact Gavin Mann, Director of Development, on 020 3946 8933 or at gmann@nlcs.org.uk

Closing Date for applications: 9.00am on Friday 10th June 2022

Interviews: week beginning Monday 20th June 2022

All appointments will be made on merit, but we believe that diversity strengthens and enriches us, and that it is the responsibility of everyone at NLCS to make the education sector a more diverse and equal place. As Black, Asian and minority ethnic and disabled people are currently under-represented at NLCS, we particularly encourage and welcome applications from such applicants.

We reserve the right to close this advert early should a suitable applicant be found. Therefore, we welcome early applications.



North London
Collegiate School



Founded 1850