



Queen's College, London

Established 1848



Queen's College Preparatory School

Patron: HM The Queen



Appointment Information

Alumnae & Development Officer

September 2019



The College

Queen's College is a highly successful independent girls' school of 380 pupils, aged 11-18. The College is a member of the Girls' Schools Association and prides itself on its friendly and supportive atmosphere, highly valued by girls, parents and staff. There is an associated Preparatory School for pupils aged 4-11 on a nearby site which was founded in 2002.

Queen's College holds an important position in the history of girls' education, being the first school in Britain to give young women a formal academic education leading to recognised qualifications.

Nowadays, the College enjoys a reputation as a friendly and creative school where high academic standards are combined with a wide extra-curricular programme and excellent pastoral support. Places are oversubscribed and the College's location is recognised to be a considerable asset; the cultural life and landmarks of central London are very easily accessible and this is a source of real enrichment.

The College is academically selective, has been achieving increasingly strong results in recent years, and continues to invest in enhancing its buildings (a notable example being the construction of a new sixth form centre which opened in February 2017).

More details about Queen's College and Queen's College Preparatory School, including public examination results and leavers' destinations, can be found on our websites: www.qcl.org.uk and www.qcps.org.uk.



The Role

We are seeking a dynamic, enthusiastic Alumnae & Development Officer who will support the Director of Development in the day-to-day running of the Development Office. Reporting to the Director of Development, the candidate will play an important role in building relationships with alumnae and parents at both schools. This is a brand new position and the person appointed joins at an exciting time as a new 5-year Development strategy has just been launched under the stewardship of both Heads.

The post involves the implementation of current and future fundraising plans, which include bursary fundraising at both schools (175 Bursary Appeal), a proposed capital campaign at the College, and additional annual fundraising campaigns which will run throughout each academic year. Alumnae engagement and fundraising will also form a major part of this new role; this will require the post holder to forge a strong relationship between a new Queen's Alumnae Association and the school. The appointee will also support a series of events that is being planned to celebrate the 175th birthday of Queen's College in 2023.

This role will be very 'hands-on', and involve a variety of skills including fundraising, relationship building with a range of stakeholders, database administration, newsletter generation and design, prospect research and supporting events. This person will contribute substantially to the development of both schools and the successful candidate will have lots of opportunity to become involved in many elements of school life.

Key Responsibilities

The successful candidate will be required to:

- Promote the Development function to current and past parents/alumnae at key events at each school.
- Provide support to the Director of Development in donor fundraising and stewardship, and at parent, alumnae and corporate supporter events. This will include some evening commitments during term time.
- Research potential new donors and fundraising streams (from current and past parents, alumnae and corporate/local businesses) & manage pipelines.
- Keep development and fundraising materials updated (both digital and printed), copy write new materials when necessary, ensure that donors are thanked for their generosity and that contributions to stewardship programmes are recognised. Support administration of all of the above.
- Provide ideas and implement plans for an interesting new alumnae engagement programme.
- Respond to parent and alumnae enquiries (face-to-face, phone, email, online).
- Manage the Alumnae section of the website. N.B. a new website will launch in the autumn of 2019.
- Design and manage a brand new digital and printed alumnae magazine, which complements the current offering.
- Design and copy write all alumnae email bulletins.
- Administer all outgoing fundraising communications to parents and alumnae.
- Help prepare donor reports and gift agreements.
- Keep abreast of fundraising and Data Protection (including GDPR) best practice at all times.
- Track incoming donations, gift aid forms and pledges and keep the CRM database up to date.
- Manage Gift Aid applications and record individual donor and recognition details.
- Administer and implement designated programmes of annual fundraising at both schools.
- Support the planning and implementation of major fundraising events, attend committee meetings, source raffle and auction prizes, oversee ticketing and all related event administration.
- Work with and support the Director of Development to achieve or exceed agreed income targets.
- Undertake other reasonable tasks commensurate with the varied nature of this role.

Person Specification

- Qualified to degree level or similar, with recent, relevant experience in fundraising in either the education or charity sector.
- A passion for and understanding of fundraising, and a proven track record and ability to build relationships with all individuals from a variety of stakeholder groups.
- Knowledge of CRM database administration and experience of event organisation.
- Mature, enthusiastic, and self-motivated with a thorough approach to tasks.
- Excellent presentation and communication skills, both verbal and written, with the ability to articulate confidently at all times.
- Excellent spelling and numerical skills with a very high attention to detail.
- Able to work proactively and see projects through to completion with a strong work ethic.
- A real team player with a positive and accommodating attitude.
- Excellent IT skills: experience of using MS Outlook, Word, Excel and PowerPoint.
- Willing to engage in continued professional development and to keep up to date with best practice in fundraising and Data Protection / GDPR.
- Sympathetic to the independent school ethos.

Desirable Skills and Experience

- Experience of CMS website administration and management.
- Experience of social media within a work-related environment.
- Experience of producing high-quality printed and digital support materials.
- Knowledge of InDesign or similar design packages.

Terms and Conditions

- Full-time permanent position.
- Start date: as soon as possible.
- The salary range for this role is £25,207 – £30,433 per annum, dependent on qualifications, skills and experience.
- Normal working hours – 0900 to 1730, Monday to Friday, with occasional evening and weekend work.
- Free lunch in the Dining Room during term time.
- Holidays – 25 days per annum, plus English bank holidays.
- Healthcare insurance (taxable benefit).
- Defined contribution pension scheme.



Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent head teacher if you are or have been employed in a school), and accompanied by a supporting covering letter. Please do not send CVs.

The application form, together with other useful information, can be obtained from Mr Richard Hall, Assistant Bursar (rhall@qcl.org.uk) or can be downloaded from the College website (www.qcl.org.uk). Completed application forms and covering letters should be sent via email (preferably) to the Assistant Bursar or by post to Queen's College, 43-49 Harley Street, London W1G 8BT.

Applications will be considered as they are received by the College and interviews may be held at any stage. Early applications are warmly encouraged. The deadline for applications is midday on Monday 14 October 2019.

Queen's College, London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.