



Bristol  
Grammar  
School



changing  
Life

## Job Description Development Manager

Bristol Grammar School: a company limited by guarantee, company number: 5142007  
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

# Role Specification

**Post:** Development Manager

**Line Manager:** Director of Development

**Start date:** September 2025

## Outline of Department

Our Mission is to create life-changing educational opportunities for children through Bursary Awards at BGS by delivering a robust and long-term programme of giving and stewardship. We plan to achieve this by engaging our whole school community. Our award-winning 500 Campaign (IDPE Campaign of the Year 2022) aims to raise £12million for bursaries by 2032, the 500<sup>th</sup> anniversary of the school. The BGS 500 Campaign is now well established with over £2.7million raised already and our aim is to support one in four (25%) of the senior school population with a 50% means tested bursary award.

Our talented team includes currently, a Database Officer, Events and Communications Officer, an Archivist team and Alumni Relations Manager. Together, we continue to engage over 9000 members of the BGS community by creating opportunities for philanthropic giving, professional and social events and mentoring.

## Purpose of the job

The Development Manager will play a pivotal role in raising funds, deepening connections with donors to create life-changing support for bursaries and supporting a global community through communication, events and professional mentoring. As a team we have a major role to play in shaping the future of the school's bursary ambitions. Our success will widen access and support the futures and aspirations of disadvantaged young people within our local community, and beyond. This is a fundraising position which involves leading on our operational effectiveness and developing effective communication techniques to help deliver the school's philanthropic objectives.

You will be required to assist the Director of Development in managing an effective portfolio of fundraising streams, securing regular giving donations, whilst also stewarding our donors effectively, creating innovative and compelling ways to demonstrate the impact of their philanthropic support.

## Duties and Responsibilities

### Development

#### Regular Giving

- Identify all mid-level giving donors, including legacy donors and prospects and create a communications strategy to increase support and engagement.
- Identify subjects for video, social media, website and promotional literature testimonials.
- Conduct face-to-face meetings and solicitations with Director and alone, developing a pipeline of future donors.
- Build upon current deposit scheme appeal for leaving parents.
- Working together with the Events and Communications Officer, create content for first-time donors that inspire future gifts, including digital welcome messages.

- Work with the Development Team and the whole School community to implement Giving Day events.
- Create an annual networking event/s in London for prospective and current donors.

### **Legacy Giving**

- Create targeted approaches for engagement with legacy intenders and prospective donors.
- Pilot strategies for increasing interest in legacy giving, including mailings, video testimonials and events.

### **Stewardship**

- Create personalised stewardship reports for donors, focusing on the impact made.
- Work with Director to prepare for any face-to-face meetings.
- Support the Director with the content for the annual Report on Giving.
- Coordinate and work to increase attendance for the annual Donors' Lunch.

### **Engagement**

#### **Events**

- Create events for potential donors.
- Manage some elements of alumni events and develop new opportunities for community engagement.
- Identify opportunities to embed Development messaging into events for parents.
- Support the Alumni Relations Manager in implementing a long-term professional development and career mentoring programme for senior students, alumni of all ages and parents.

### **Administration**

- Manage all gift processing via Toucan Tech, including receipting and thanking donors, accepting gifts from online, and managing pledge payment reminders.
- Create donor reports for the Director and research new donors who may benefit from personal approach.

# Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Be able to demonstrate a track record of securing, administering, and stewarding gifts at any level, or experience in leading income generation activity through regular giving programmes within the charitable sector.
Demonstrate a high level of written and oral communication, with a keen eye for attention to detail.
Be able to work independently and effectively, is comfortable with ambiguity and has a proven ability to manage competing priorities both operational and strategic in nature.
Strong IT skills with good knowledge of Microsoft Office suite and working with data management systems

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Proven competency in problem solving, with the ability to work laterally to identify opportunities and provide solutions to fundraising challenges.
Show a passion for fundraising and the need to make giving more effective for all level of donors by demonstrating increased impact across all fundraising initiatives.
Demonstrate self-awareness and the ability to work collaboratively with colleagues and the whole school community to make a positive contribution to our wider social aims.
Be a flexible and supportive team player
Experience of donor and potential donor relationship management systems, for example Raiser’s Edge or Toucan Tech.
A sense of humour and an optimistic, resilient style when faced with pressure
An enthusiastic and approachable nature, with the ability to develop good working relationships with all members of the School community
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"><li>• Motivation to work with children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Emotional resilience in working with any challenging behaviour</li><li>• Professional attitudes to use of authority and maintaining discipline</li><li>• Understanding of safeguarding and promoting the welfare of young people</li></ul>

## Hours and Benefits

<b>Working hours</b>	Monday to Friday, 8.00am to 4.30pm to be agreed with half an hour for lunch (40 hours per week). Some work will be necessary during evenings and weekends.
<b>Salary</b>	The salary banding is £38,000 - £42,800 per annum dependent on experience.
<b>Pension</b>	The School will automatically enrol support staff into a "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
<b>Holidays</b>	Paid holiday entitlement is 20 working days per annum, in addition to Bank Holidays pro-rata. Increasing to 22 working days per annum after 2 years' service and then increasing by one working day per additional years' service until it reaches a maximum of 25 working days. Holidays are not normally taken during term time.
<b>Lunch</b>	School lunch is provided during term time.
<b>Education</b>	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
<b>Car Parking</b>	No car parking is provided during term time.

## Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

## Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an 'Apply now' button which will take you into the online application process.

**The closing date for applications is 31 July 2025.**

**Interviews are currently planned for Tuesday 05 August 2025.**

***Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which***

***will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.***