



## JOB DESCRIPTION

### DEVELOPMENT OFFICER

### DEVELOPMENT DEPARTMENT

#### MAIN PURPOSE OF JOB:

To be responsible for the department's day-to-day gift processing and donor stewardship procedures and the accurate maintenance of the department's giving and stewardship records, and to support the department's work to cultivate and steward major donors and charitable trusts.

#### MAIN DUTIES:

- The accurate maintenance, input and recording of gifts and associated correspondence on the Raiser's Edge database, ensuring all gifts are acknowledged and donors are appropriately thanked in a timely fashion.
- Ensuring Gift Aid is applied correctly and appropriately to all gifts on the database and up-to-date Gift Aid declarations are procured and stored in line with current legislation/guidance from HM Revenue and Customs.
- Liaising with the Finance Department on any relevant fundraising matters e.g. collection of donations by direct debit, awarding of specific linked bursaries etc.
- As directed by the Development Manager, supporting the department's work to steward major donors and charitable trusts, including:
  - Preparing reports and summaries of the progress of individual linked bursary recipients;
  - Preparing reports and summaries required for individual major donors, including the annual exam stewardship processes;
  - Preparing the information required for the School's annual applications to the charitable trusts from which it receives support;
  - Liaising with the recipients of the various university scholarship awards to obtain the information and reports required for the awards' donors, and to maintain the department's record of their progress as scholars and afterwards; and
  - Collating and preparing the annual reports required for the donors to the School's extra-curricular funds.
- As directed by the Development Manager, supporting the department's work to research and cultivate prospective donors to the School, including:
  - Administering the department's prospect pipeline processes, ensuring that constituent records are updated in a timely and accurate manner;
  - Conducting systematic and regular reviews of the department's database, to identify potential fundraising prospects and categorise their capacity, affinity and inclination to support the School;
  - Preparing detailed attendee lists summarising the donors and prospects attending the department's events in a timely and accurate manner; and
  - Conducting prospect research, and preparing detailed research profiles for prospects and donors, as required.
- Preparing the department's Measurable Success dashboard, in good time to meet the department's regular reporting obligations for the Executive, the Governing Body and the Trustees of BSBF.
- Maintaining an accurate and up-to-date record of all prize donors to the School, liaising with the Divisions to deliver the timely stewardship of those donors.
- Preparing the VIP invitation lists for the Divisions, in a timely and accurate manner, as required periodically throughout the year.
- Keep up to date with best practice and current legislation in fundraising and data protection.

- Offering administrative support to the wider Development team as and when required, including assistance with the delivery of events in School, with the preparation of mailings, with the processing of event bookings and answering general enquiries via telephone and email.
- Work flexibly (as is necessary within a small department) and perform such other duties as may be required from time to time by the Director of Development and Alumni Relations and Development Manager within the context of the job.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.



**PERSON SPECIFICATION**

**DEVELOPMENT OFFICER**

**DEVELOPMENT DEPARTMENT**

<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
Educated to A-Level standard or equivalent	Essential	Application Form
Educated to degree level or equivalent	Desirable	Application Form
<b>KNOWLEDGE/EXPERIENCE/SKILLS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Practical knowledge of relationship databases, preferably in a fundraising or alumni relations environment (ideally Raiser's Edge).	Essential	Application Form / Interview
IT literate, and proficient in the use of Microsoft packages, especially Excel and Word.	Essential	Application Form / Interview
Experience of recording, managing and reporting financial information.	Desirable	Application Form / Interview
Knowledge of current data protection legislation, and its implications for both fundraising and alumni relations	Desirable	Application Form / Interview
<b>PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Excellent numerical and analytical skills.	Essential	Interview / Reference
Ability to work on own initiative, plan, organise and determine own workload/priorities to meet tight deadlines.	Essential	Interview / Reference
Excellent organisational and administrative skills with a strong attention to detail.	Essential	Interview / Reference
Excellent oral and written communication skills.	Essential	Interview / Reference
Diplomatic and discreet with experience of dealing with sensitive and confidential matters.	Essential	Interview / Reference

Desire to learn.	Essential	Application Form / Interview
Ability to work flexibly and effectively within a team towards common objectives.	Essential	Application Form / Interview
Passionate about the development of educational facilities and opportunities.	Essential	Application Form / Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview & Reference



## TERMS AND CONDITIONS

### DEVELOPMENT OFFICER

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<b>SALARY</b>
The salary will be between point 14 and point 20 (£27,211 and £30,643 per annum) on the Bolton School Support Staff Salary Scale, dependent on skills and experience.
<b>HOURS OF WORK</b>
35 hours per week, between Monday and Friday, all year round. The normal hours of work will be 8.30am until 4.30pm with one-hour unpaid meal break per day. On occasion, attendance at events in the evening and at weekends will also be required.
<b>HOLIDAY</b>
20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays.
<b>LINE MANAGEMENT</b>
Development Manager
<b>PENSION</b>
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
<b>OTHER BENEFITS</b>
<ul style="list-style-type: none"><li>• Lunches will be provided free of charge on campus.</li><li>• Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).</li><li>• Life Assurance cover up until the age of 65.</li><li>• Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.</li><li>• Training and development opportunities will be offered.</li><li>• Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.</li><li>• In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.</li><li>• Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.</li><li>• Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.</li><li>• Ride to Work Scheme available.</li></ul>

- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.