

**Job Title:** Development and Alumni Manager **Job Reference No:** 18-19049 **Responsible to:** Foundation Director **Hours per week:** Full time **Salary:** Dependent on qualifications and experience **Contract:** Permanent

**AIM OF THE ROLE**

To support the mission of the Foundation, raising funds to support children by working within the team to engage a global community of alumni, parents and friends.

**KEY RESPONSIBILITIES**

1. Secure significant philanthropic gifts
2. Cultivate, engage and steward mid-level prospective and existing donors
3. Manage the annual giving programme
4. Promote legacy-giving within the TS community
5. Produce, maintain and distribute, as appropriate, literature and other content that facilitates engagement with existing and prospective donors
6. Maintain excellent communication with the whole constituency (alumni, parents and friends) through emails, e bulletins and social media updates
7. Produce and deliver strategic events including cultivation, stewardship, professional networking and social events
8. Ensure that processes for managing donations and acknowledging donors are undertaken
9. Develop and maintain warm relationships with members of the wide TS community - OTs, Parents and former parents, Common Room, non-teaching staff and other supporters and friends of the School

 Assist with and carry out such other duties within the department as may reasonably be expected, noting that these and some of the responsibilities described above may involve evenings or occasional weekends.

**PERSON SPECIFICATION**

**Competencies and Experience**

* Proven track record of fundraising, ideally in the education sector
* A team player with exceptional communication and interpersonal skills that can be applied at all levels
* A positive ‘can do’ attitude
* Capacity to apply innovative and practical problem-solving skills to the challenges at hand
* High level of organisational and administrative ability, including managing competing and possibly conflicting priorities to meet deadlines
* An eye for detail
* A keen interest in and understanding of private education and an empathy for the values of Taunton School
* Competent with Microsoft Office and with using alumni or similar databases.

**Qualifications**

Educated to degree level (or equivalent)

**Remuneration**: **dependent on qualifications and experience**

Taunton School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.