

# Development and Alumni Manager

## Appendix 1

### **Additional Contextual Information:**

- This role has come about as a result of the current Development and Alumni Manager leaving in May '25.
- The School has had a successful Development Office for a number of years with high levels of engagement with alumni and parents.
- The successful candidate will take on established systems such as an alumni database, legacy campaign and regular events.
- There is an established platform for parental and alumni financial contributions via the Tiffin Education Fund (TEF); in addition we receive parental donations via the Tiffin Parent Association (TPA) and specific parent support and fundraising groups, currently for music, rugby, cricket and rowing.
- The school has a rich co-curricular programme which includes music and the performing arts, and sport. It has its own off-site sports fields (approximately 30 acres) near Hampton Court (Grist's). Very few other state schools have such extensive playing fields. Football has recently been added as a performance sport alongside rugby and cricket. In addition the School is one of the few state schools to run a comprehensive rowing programme.
- The Tiffin School Foundation, a registered charity owns both the School's land in Kingston and Grist's, and appoints a majority of the School Governors, is the charity to which most charitable donations are directed for the benefit of the School. Planning permission has been granted for a second Multi Use Games Area (MUGA) on the Kingston site; and the new Director of Development and Co-Curricular will inherit the leadership of a fundraising campaign for the project which will be the first major initiative leading up to our 150th anniversary in 2030 - Tiffin 150. To mark the anniversary the School has just launched a legacy programme mostly targeted at Alumni, with whom we have extremely strong relations.
- The School is also about to launch a masterplan for the development of Grist's, which the new postholder will be closely involved with.

## Appendix 2:

### **Information about the co-curricular programme and its funding**

i) Tiffin does not receive sufficient government funding to pay for our rich and diverse co-curricular programme. Instead we rely on parent (and alumni) contributions to the Tiffin Education Fund (TEF), targeted project focused fundraising to the Tiffin 150 fund, and legacies.

This fundraising work is currently coordinated by a team of two: the Development and Alumni Manager and Development and Marketing Coordinator (part time). The Headteacher also

plays an active role in the communication, both in presentations to parents and alumni and written communication.

ii) In addition to the TEF, some co-curricular activities have separate fundraising accounts and parent leads for these specific activities, for example: rugby (TIPRA), cricket (TIPCA) and music (FOTM).

iii) Rowing has an annual charge to students who participate, other activities do not.

## Appendix 3:

### Personal Profile

#### Candidate Experience and Qualities

It is not a requirement of the role to have fundraising qualifications - those can be gained in role. The Director of Development and Co-Curricular will have the following experience and personal qualities:

- quickly develop an understanding of the ethos and vision of Tiffin and how this can feed into a culture of giving;
- experience to lead the Tiffin 150 project focused fundraising and legacy campaigns;
- have an entrepreneurial, creative and aspirational mindset, in order to support parent and alumni engagement in the Tiffin Education Fund;
- establish strong relationships and networks in the alumni community;
- be a people person, engaging communicator and have a passion for the educational and character development benefits of the co-curricular life of the school;
- establish networks with peers from other schools to learn and share good practice.

Garth Williams, Headteacher, March 2025