

Development and Alumni Manager

	Essential	Desirable
Skills and Competencies		
Be able to quickly develop an understanding of the ethos and vision of Tiffin and how this can feed into a culture of giving;	<input checked="" type="checkbox"/>	
Be able to establish networks with peers from other schools to learn and share good practice	<input checked="" type="checkbox"/>	
Be able to establish strong relationships and networks in the alumni community	<input checked="" type="checkbox"/>	
Excellent rapport-building and interpersonal skills	<input checked="" type="checkbox"/>	
Excellent written and verbal communication	<input checked="" type="checkbox"/>	
To have excellent administrative and organisational skills	<input checked="" type="checkbox"/>	
Ability to use own initiative and work autonomously	<input checked="" type="checkbox"/>	
Ability to use a range of ICT, including Microsoft Word, Excel, Outlook and Google Workspace	<input checked="" type="checkbox"/>	
Knowledge		
Understanding of the current fundraising landscape		<input checked="" type="checkbox"/>
Understanding of data protection issues		<input checked="" type="checkbox"/>
Qualifications		
To have an excellent level of education, including A Levels	<input checked="" type="checkbox"/>	
Good honours degree		<input checked="" type="checkbox"/>
Any relevant further training or qualification in fundraising		<input checked="" type="checkbox"/>
Experience		
Experience to lead the Tiffin 150 project focused fundraising and legacy campaigns	<input checked="" type="checkbox"/>	
Working with a wide range of people	<input checked="" type="checkbox"/>	
At least 2 years' experience in donor engagement and fundraising	<input checked="" type="checkbox"/>	
To be experienced in handling confidential information,		<input checked="" type="checkbox"/>

using tact and diplomacy		
Personal Qualities		
Have an entrepreneurial, creative and aspirational mindset, in order to support parent and alumni engagement in the Tiffin Education Fund	<input checked="" type="checkbox"/>	
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;	<input checked="" type="checkbox"/>	
Enthusiastic and self-motivated	<input checked="" type="checkbox"/>	
An excellent record of attendance and punctuality	<input checked="" type="checkbox"/>	
Committed to the aims and values of Tiffin School	<input checked="" type="checkbox"/>	
An ability to establish good working relationships with a range of people including students, parents and colleagues	<input checked="" type="checkbox"/>	
Ability and inclination to contribute positively to the wider life and ethos of the school	<input checked="" type="checkbox"/>	

This position involves substantial contact with children and is subject to an enhanced check by the Disclosure and Barring Service.

