

# Development and Alumni Manager

**Pay:** Pay Range: Point 27 (£39,855) FTE - Point 32 (£44,331) FTE

**Start Date:** As soon as available

## Additional Key Information about the role:

- An Associate Staff (non-teaching) role.
- Term Time + 2 weeks

<b>Job Title:</b>	Development and Alumni Manager
<b>Main Purpose:</b>	<ul style="list-style-type: none"><li>• To create, develop and implement the School's fundraising strategy.</li><li>• To manage the fundraising activities and alumni and parent relations of Tiffin School to maximise charitable income through direct fundraising &amp; campaigns.</li></ul>
<b>Reports to:</b>	Finance Director
<b>Line Manage:</b>	<ul style="list-style-type: none"><li>• Development and Marketing Coordinator</li></ul>
<b>Responsibilities:</b>	<p><b>Engagement and Fundraising:</b></p> <ul style="list-style-type: none"><li>• Work closely with The Tiffin School Foundation, a registered charity, which is the recipient of most charitable donations and legacies made by alumni and parents, for the benefit of the School.</li><li>• Manage the alumni and parent database, archives and contact networking software.</li><li>• Maintain and develop contact with alumni, former Tiffin parents, current parents and other members of the wider Tiffin community.</li><li>• Manage the strategic development and implementation of fundraising activities performed by the School Development Office.</li><li>• Take responsibility for ensuring that software systems to manage contacts, fundraising and networking are effective and achieve the aims of the School.</li><li>• Maintain the database of parents, alumni, former parents, former employees and other contacts, and ensure that data integrity is maintained throughout the system, supporting management to ensure compliance with GDPR.</li><li>• Drive up alumni membership and other friends of Tiffin registration and donations.</li><li>• Plan, manage and promote events such as Tiffin Summer Reunion, Alumni Carol Service, Leavers Celebration, Parent Information Evenings in September and End of Year Parent</li></ul>

Celebrations in June/July, working outside office hours when required.

- Generally raise awareness and promote giving by parents, alumni and others, to the Tiffin Education Fund and other campaigns on behalf of the School.
- Assist at School events such as parent evenings and the Carol Service, to promote the work of the Development Office, occasionally working outside office hours when required.
- Regularly review the fundraising page of the School website to ensure that information is relevant and up to date.
- Manage the external Development Office activities in fundraising from businesses, and grants etc.
- Promote legacy giving from alumni and other friends of Tiffin and manage stewardship of existing legacy pledgers (1638 Society).
- Identify potential areas of growth and develop strategic plans for developing new and existing income streams.
- Advise and assist in the collection and management of annual donations.
- Work with the Headteacher, Director of Finance, Governing Board, and The Tiffin School Foundation to further develop the School's fundraising strategy and increase philanthropic income, attending meetings as required working outside office hours when required.

#### **External Relations:**

- Engage the alumni community with the School, by keeping them informed of the School's progress and activities, and offering opportunities to get involved.
- Write, produce & distribute circulars and magazines, such as the quarterly Tiffnews, and communications related to fundraising and other activities where required.
- Develop new channels of communication to engage a wider audience.
- Develop a life-long donor/ supporter journey for all donors/prospective donors.
- Ensure alumni website information is kept current and relevant, promotes increased engagement, membership and donations and contains a good amount of archive material.
- Ensure donors are appropriately thanked and acknowledged.
- Cultivate relations between the School and particular major gift prospects.
- Support the fundraising activities of the parent associations.

	<p><b>General:</b></p> <ul style="list-style-type: none"><li>• Develop an understanding of the ethos and vision of Tiffin and how this can feed into a culture of giving.</li><li>• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li></ul>
<p><b>Additional Responsibilities:</b></p>	<p>Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.</p>

