



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



Information Pack

Senior Philanthropy Manager

Closing date: Midday on Tuesday 26th November 2019

Interviews: Afternoon of Friday 6th December 2019

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Introduction from the Master, Helen Pike

The Waynflete Office makes a key contribution to life at MCS, and to its present and future flourishing. We are proud that the Office is held in high regard, and that our recent fundraising campaign is one of the most successful in the education sector in the UK. All our former pupils become Old Waynfletes on leaving the School, and they form part of a wide community to which the School contributes and from which it draws strength.

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint.

Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



Senior Philanthropy Manager

The Role

This role reflects a serious commitment on the part of the Master, the Governors and the school to continue the breadth and depth of its development activity. There is a long history of philanthropic giving to support new buildings, bursaries and projects at MCS. The recent campaign to support the Richard Record Sixth Form Centre raised £3 million towards the building and Sixth Form bursaries.

Since 2015, MCS has consolidated development and alumni relations through the creation of the Waynflete Office, which takes an integrated approach to strengthening relationships with our alumni (Old Waynflètes), parents, past parents, and friends. We expect these relationships to lead to support for the school by way of time, expertise and financial donations. We also expect to learn from these relationships to strengthen our partnerships and our commitment to the wider community in Oxford, nationally in the UK and with our partner school in Uganda.

The post will be part of the Waynflete Office. The current office staffing is the Director, the Head of Development Services, the Research and Insight Officer, and the Communications and Events Officer. In addition, a retired teaching colleague works as Director of Alumni Relations. There are close wider relationships with the Archivist and the Careers activity.





The postholder will bring experience of fundraising and will develop relationships with individuals who would like to support the school financially. The postholder will develop plans for regular giving and for giving societies that sit comfortably within the school's aims and ethos, and in the context of relationships shaped for the long term.

The school is just beginning a continuous development campaign in order to secure bursary provision in perpetuity. A masterplanning process is underway and is likely to lead to capital campaigns in the medium term.

Responsibilities will include but not be restricted to:

- Working with the Director of the Waynflete Office to raise funds for MCS from alumni, current and past parents, corporations and trusts.
- To plan and undertake face-to-face cultivation and solicitation visits with mid-level prospects of all types, working with the Master and the Director of the Waynflete Office but frequently working alone.
- To further develop the legacy programme.
- To lead on the implementation of the regular giving programme, in particular the telephone campaigns and broader direct mail campaigns, working closely with Waynflete Office colleagues and external consultants.
- To work with the Director of the Waynflete Office to develop new fundraising initiatives.
- To work with school colleagues to identify suitable projects for philanthropy based on the school's needs.
- To work with the wider Waynflete Office to develop new ways to help supporters to engage with the school.
- To deputise for the Director of the Waynflete Office.
- To draft papers for the Development Committee and documents for senior volunteers.
- To attend events at Magdalen College School and elsewhere.
- To undertake any other reasonable tasks which may be necessary in order to assist the efficient and effective running of development activity and the Waynflete Office.



The Candidate

Knowledge and Experience:

- Educated to first-degree level or equivalent.
- Significant experience in soliciting and securing gifts at a minimum of five figures through face-to-face conversations.
- Significant fundraising experience, especially of regular giving programmes, legacy programmes and stewardship.
- Excellent IT skills, and ideally experience of Raiser's Edge database.
- Experience of integrating development into a wider community-building context.

Personal Attributes

- A high level of emotional intelligence.
- Excellent communication skills, spoken and written.
- Ambition and drive to deliver the school's development plans.
- Ability to succeed as part of a small team and to share expertise in support of the wider success of development activity.
- An understanding and sympathy with the goals of the school and development activity in an education context.
- Ability to understand and articulate the strengths and needs of the institution.
- Ability to work well with a variety of people including alumni, parents, colleagues and senior volunteers.
- Ability to use own initiative and work under pressure.
- Excellent organisational skills and attention to detail.
- A professional attitude, discretion and proven levels of confidentiality.



Terms and conditions

Salary

Up to £40,000 per annum, discretionary range to £45,000 pa.

There will be a probationary period of six months.

Normal hours of work are 8.15am to 5pm.

The post will involve travel as well as occasional evening and weekend work. Although overtime is not available, time off in lieu will be given as appropriate, in agreement with the Line Manager and in accordance with the needs of the team. No more than 10 lieu days can be taken in a calendar year.

Pension and other benefits

Non-teaching staff are automatically enrolled in the School's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

School fee remission for the children of full-time staff who pass entrance tests for the School is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission.

All staff are entitled to the use of School sports facilities when available. A free lunch is provided in the Dining Hall during term time.



Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.

School Policies and safeguarding

All members of School staff are expected to support the School's vision and objectives and to adhere to the policies set out in the Staff Handbook. There is an especial responsibility to support the School's Safeguarding Policy in respect of students: the School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire, relevant original ID documentation and degree certificate(s).

Members of staff are expected to work within the School's Diversity Policy to promote equality of opportunity for all current and prospective students and staff. Also the School expects its staff maintain high professional standards of attendance, punctuality, appearance and general conduct.

Additional Information

For an informal conversation, please contact Susie Baker, Director of the Waynflete Office on sbaker@mcsoxford.org or 01865 253487 (direct).



Application Process

Candidates must complete the Application Form for Support Staff, which can be downloaded from the Vacancies area of the school website www.mcsoxford.org/about-us/vacancies/ This should be sent with a cv and a covering letter of application addressed to the Master, Helen Pike.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

All documentation should be sent to Mrs Sarah Hunter at applications@mcsoxford.org no later than:

Midday on Tuesday 26th November 2019

The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

We anticipate holding interviews on the afternoon of **Friday 6th December 2019** and will be in touch with successful candidates by telephone.