

Development & Alumni Relations Officer

Location: 89 Addison Road, London, W14 8BZ, and other Trust sites

Contract Type: Full time, all year round

Salary: £30,987-£32,817

Start Date: 1st September 2025

The Saint John Southworth Catholic Academy Trust is a Catholic multi-academy trust committed to academic excellence, community spirit and faith-based values. We are seeking a motivated and relationship-driven **Development & Alumni Relations Officer** to join our Development Team. This is a fantastic opportunity to help build a vibrant alumni network and support the Trust's fundraising and engagement goals.

About the Role

Working closely with the Development Manager and the Development Director, you will play a key role in strengthening relationships with alumni and families, supporting fundraising initiatives and delivering engaging communications and events that foster lifelong connections with the Trust and its schools.

Key Responsibilities

- Build and maintain strong relationships with alumni and families across the Trust
- Conduct research and data analysis to identify potential donors and support cultivation strategies
- Assist in managing donor acknowledgments, ensuring timely and meaningful recognition
- Collaborate on writing compelling grant proposals to secure funding from charitable foundations
- Coordinate targeted communications campaigns for alumni across the Trust's secondary schools
- Create engaging content for alumni newsletters, publications and digital platforms
- Organise and support reunions, networking events and alumni activities to foster community engagement
- Maintain regular contact with alumni-led organisations and support their initiatives
- Encourage and facilitate donations from alumni and families to support the Trust's mission
- Support alumni-focused and broader fundraising campaigns and events
- Assist with the planning and delivery of development events
- Maintain accurate alumni records in the customer relationship management (CRM) system, ensuring data quality and confidentiality

What We Are Looking For

The ideal candidate will be:

- A confident communicator with excellent interpersonal and writing skills
- Experienced in relationship management, fundraising or alumni engagement

- Organised, detail-oriented and able to manage multiple projects simultaneously
- Skilled in using CRM systems and digital communication tools
- Passionate about education and community building
- A team player with a proactive and positive approach

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing

How to Apply

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to hrteam@sjscat.co.uk.

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!