

JOB DESCRIPTION

Job title: School Development and Fundraising Manager

Responsible to: Director of Finance and Resources

Responsible for: N/A



Hours: Part-time (20 hours per week); working hours by arrangement

Salary: Col4 + M4 allowance (£34,360 to £36,127). Pro-rata £18,573 to £19,528

Main purpose

The post holder will establish an effective development and fundraising strategy:

- enabling the school to develop closer relationships with alumni, the local community, and businesses
- investigating grant opportunities open to the school
- substantially increasing the school's profile and fundraising ability

Qualities

An organised, practical and proactive team player who has the ability to work with all members of the school community and to manage a team. To be flexible and pro-active towards changes in day-to-day working arrangements and priorities which are liable to change at short notice.

It is the expectation that all members of staff will:

- be committed to the safeguarding and promotion of the welfare of children and young people
- comply with the policies and procedures relating to child protection, health and safety, finance, security, confidentiality and data protection, equal opportunities, and report all concerns to an appropriate person
- take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school's working environment
- contribute to the overall ethos / work / aims of the school
- establish constructive relationships and communication with all staff and other agencies / professionals
- recognise own strengths and areas of expertise and use these to advise and support others
- participate in training and other learning activities and performance development as required

Main duties and responsibilities

- Take the lead for the school's efforts to generate additional income to enrich the student experience
- Write a strategy, and annual plan, that sets out the long-term mission and short-term priorities
- Forge and maintain successful relationships with alumni, parents, local companies, and other partners to support the delivery of the strategy and annual plan
- Lead all school fundraising activity, including regular giving, major gifts, and Giving Days
- Support the Director of Finance and Resources with signposting for public funding opportunities
- Identify grant opportunities for core and project funding

- Write and submit proposals, applications and bids
- Manage all aspects of grant funding (stewardship)
- Lead on building corporate sponsorship
- Engage with alumni and community

Trusts, Foundations and Lottery

- Research and prioritise targeting of available sources of funds
- Write grant proposals for trusts and foundations, including liaising with the finance department to create budgets for applications
- Liaise with professional advisors as required, e.g. CIF bids
- Effectively manage multiple funding deadlines to ensure no key opportunities are missed
- Work with the PA to support the targeting, and writing of grant proposals, through the PA as a separate organisation
- Set a target for the number of grant proposals to be submitted each year

Individual Giving

- Manage the recording of gifts on the CRM system
- Personalise communications for parent and alumni donors
- Develop an appropriate stewardship programme for donors to ensure they feel their money is well spent. Creating interesting stories which emphasise the impact that funds have had on the student experience
- Develop a scheme to encourage other alumni to donate
- Manage legacy bequests

Corporates

- Research and prioritise a list of potential corporates to contact for funds
- Apply to those that offer small grant support, e.g. Tesco, Waitrose
- Manage existing corporate relationships

Earned Income Generation

- Explore the potential for developing earned income from the school site, e.g. venue hire, summer camps, weddings
- Develop and implement a plan in consultation with the Director of Finance and Resources and the Development Board

Operational

- Take responsibility for the CRM database to manage all alumni correspondence, emails, newsletters and fundraising
- Ensure CRM database is used effectively to manage relationship and support fundraising campaigns
- Ensure all donations are acknowledged, with donations over £1,000 receiving a thank you from the Headteacher
- Provide annual report to the Board of Trustees
- Attend events on behalf of the school
- Oversee a timetable of progress reports for all grants (in collaboration with the Finance Team)
- Working with the Finance Team to reconcile gifts and gift aid
- Take responsibility for the school LinkedIn page and respond to alumni regularly
- Provide fundraising content as appropriate to update website, social media and e- news.
- Keep up to date and inform SLT and the Board of Trustees of Fundraising Law
- Share annually where funds generated from donors has been spent

Careers Support

- Work with Head of Careers to support alumni Inspire Talks throughout the year
- Work with the sixth form lead to support with alumni interview practice
- Support school needs with signposting to relevant alumni

This document outlines the current duties required and the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Person Specification

The ideal candidate will be a dynamic, highly organised individual with proven fundraising experience and an ability to think creatively.

Attribute	Essential	Desirable
Education and training	- 5 GCSEs including English and Maths, grade C or above (or equivalent)	- Degree level qualification
Experience	- Demonstrable experience of successful fundraising, including corporate and/or trusts (2 years)	- Demonstrable experience of successful fundraising, including corporate and/or trusts (5 years) - Education sector experience
Other skills and qualities	- Outstanding communicator, with the ability to build strong relationships with all stakeholders - Strong writing skills with the ability to adapt language to target audience - Self-motivated - Creativity to find solutions and achieve success with limited budget and resources - Competent in the use of email, word processing, spreadsheets and CRM databases - Ability to combine strategic thinking with the delivery of operational work	