**Job Description – Development Manager (Fundraising)**

**Role**

Reporting to the Foundation Director, the Development Manager will play a key role in delivering our ambitious development strategy and implementing the fundraising activities to ensure a significant step-change in development activities at Woldingham. The successful candidate will lead our regular giving programme of activities, work with the Alumnae Development Officer to foster engagement from the whole Woldingham community and support in all aspects of fundraising and alumnae relations. One key priority will be to raise funds for transformational bursaries. The School also has exciting plans for a number of building projects over the next few years, which present the opportunity for the candidate to support some creative capital campaigns.

The Development Manager will be a proven fundraiser who will champion regular giving, particularly for bursaries, managing regular giving appeals through direct mail, events, telephone fundraising and online giving. S/he will be a creative thinker and will be adept at building strong, effective relationships with the School’s stakeholders, from parents and alumnae to academic and support staff at all levels, with a focus on increasing donor numbers and income from regular gifts every year. They will possess the drive and vision needed to grow an ambitious and innovative regular giving programme. The Development Manager will be able to develop inspiring campaign messaging and robust systems and processes; they will have experience in relationship management, excellent interpersonal and communication skills. Above all, this individual will have a passion and empathy for the Sacred Heart values that underpin Woldingham School.

**Main Duties**

* With the Foundation Director and Alumnae Development Officer, implement the School’s development and alumnae engagement programme and ensure an effective fundraising strategy that supports the school’s strategic aims and ethos.
* Take lead in our regular giving activities and support the Foundation Director in our major gift fundraising and legacy strategies.
* Help to identify, qualify, and cultivate prospects within our parent and alumnae communities through events, meetings, and presentations.
* Support the Foundation Director in achieving the agreed annual financial fundraising target and be willing to make asks up to £10,000.
* Build cases for support and manage regular giving campaigns from initial concept planning to completion.
* Work closely with the Marketing Department to develop appropriate communications for regular giving campaigns, using existing and new channels of communication, including the School’s website and social media.
* Manage the expenditure budget for regular giving campaigns and ensure these are delivered effectively in line with budgetary constraints.
* Help to build upon an active, integrated and relevant alumnae relations programme and develop strong relationships with current donors and supporters.
* Attend and be instrumental in planning alumnae and parent events to build links with potential donors and raise the profile of fundraising campaigns.
* Monitor and report on development events, activities and communications.
* Prepare financial reports for fundraising income, pledges and Gift Aid submissions.
* Ensure all work and activities meet with the requirements of the Data Protection Act and other relevant legislation (including GDPR and the Fundraising Regulator).
* Be jointly responsible (with the Alumnae Development Officer) for the development database to ensure data remains relevant, accurate and up to date, maximising its use within the organisation and links with other systems.
* Set and maintain data management standards and refine existing processes and policies.
* Utilise the appropriate systems for gift administration, gift acknowledgment and cultivation of donors at all levels.

**Terms and Benefits**

* **Start Date:** As soon as possible.
* **Working hours**: 5 days a week (with some flexibility)
* **Salary**: Competitive
* **Holiday:** The holiday entitlement is 5 weeks per year plus public holidays. It is expected that leave will normally be taken in school holidays.
* **Pension:** The Development Manager will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch:** A free lunch is available in the dining room each working day when the kitchens are open.
* **Parking:** There is free parking on site.
* **Gym and Pool:** There are staff sessions for use of these facilities.
* **School fees**: Remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

**Person Specification**

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| **Essential**  **Skills, Knowledge, Experience**  • Fundraiser who has proven track record of securing donations on behalf of a complex organisation.  • Evidence of the ability to develop and execute a sustained programme of fundraising and engagement activities.  • Proven experience of successful project and event management.   * Proven knowledge and understanding of fundraising best practice and a good understanding of tax-efficient giving, regular giving, online fundraising solutions, GDPR and compliance.   **Personal Attributes**.  • Have a professional approach to work and conduct yourself with integrity and respect for confidentiality.   * Willingness to commit to a busy schedule, including occasional evening and weekend events. * Committed to operating as part of the School community and having sympathy with independent education and the values of the Catholic nature of the school.   • Committed to Woldingham as a school with high-academic standing providing a holistic education and outstanding pastoral care.   * Committed to safeguarding and promoting the welfare of children and young people. * Degree of equivalent qualification | **Desirable**   * Marketing or fundraising qualification. * Previous experience working in a school development office. * Background in fundraising within the independent education sector. * Working knowledge of a fundraising / engagement CRM database. * Experience of working with and organising volunteers. |

**Application**

Please visit our [website](http://www.woldinghamschool.co.uk/employment-2/non-teaching-vacancies/) to download an application form. Once completed, return it to [hr@woldinghamschool.co.uk](mailto:hr@woldinghamschool.co.uk) no later than **9am on 20 May 2021. Interviews will be held 28 May 2021.**