**JOB DESCRIPTION**

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| **Job Title:** | Development & Alumnae Relations Officer | **Department:** | Development |
| **Hours of Work:** | Full time, term time plus 9 weeks to be agreed |
| **Responsible To:** | Foundation Director | **Responsible For:** | N/A |

**Summary of Role:**This is a pivotal role within the successful and dynamic Development team at Woldingham. You will be joining us at an exciting time as we launch a new capital appeal as well as grow our bursary fundraising to widen access to a Woldingham education for more young women – 30 by 2030.

You will be involved in the growing area of fundraising within the School, with particular focus on major gifts and donor stewardship as well as alumnae relations. Working under the direction of the Foundation Director and closely with the Development Manager, you will help to implement and develop the fundraising and stakeholder relations strategy, working to maintain and increase our charitable giving.

The role offers plenty of opportunities to build on existing good work and has abundant potential to expand the reach and increase the impact of the Development Office.

**Main Tasks and Responsibilities**

**Fundraising:**

* Help to identify and cultivate major donor prospects
* Oversee the prospect pipeline on the database, Toucan Tech
* Prepare briefs and research for major donor meetings
* Draft correspondence to prospective and current supporters
* Help to schedule donor and prospect meetings and prepare fundraising proposals
* Instigate regular prospect review meetings
* Develop a system for regular reports on prospect engagement activity
* Produce regular donor correspondence about the impact of their gift(s)
* Develop and implement the donor stewardship strategy (recognition, events etc).
* With the Development Manager, coordinate logistics and guest lists for fundraising events and initiatives such as Giving Days and telephone campaigns.
* Produce copy and content on fundraising activity for websites and publications.

**Alumnae Relations:**

* Be the key liaison between the development team and the alumnae committee, WSHA.
* Support the Chair of WSHA in the administration of committee meetings
* Attend termly WSHA committee meetings with the Foundation Director
* With the Development Manager, develop and implement engagement strategies for the alumnae community
* Help to establish a culture of giving within the alumnae community
* Produce copy and content for alumnae newsletters and communication

**Personal skills / experience**

* Excellent communications skills
* A team player with a ‘can do’ attitude
* Proven fundraising experience
* Analytical approach to tasks
* Working knowledge of a CRM database (preferable)

**Terms and Benefits**

* Start Date: September 2022
* Salary: £24,000 to £28,000 pro rata to hours worked.
* Closing date for applications is 09.00am Monday 18 July. Interviews will take place on Friday 22 July 2022.
* Holiday. The holiday entitlement is 5 weeks per year plus public holidays pro rata.
* Pension. The successful candidate 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.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Experience of working in a busy department.
* Intermediate IT skills in Microsoft with experience of using a database.
* Excellent written and spoken communication skills.
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| **Personal Skills** |  |
| * Effective communicator.
* Able to stay calm under pressure and meet deadlines.
* A strong team player, able to work with all members of staff.
* Ability to build strong working relationships with internal and external parties.
* Strong organisational skills to plan and manage own workload with the flexibility to adapt to changing demands.
* Excellent attention to detail.
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| **Ethos and Whole School Values** |  |
| * Able to operate at the heart of the school community.
* Supportive of the Sacred Heart Values.
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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