



Emanuel School

Job title:	Director of Development
Location:	Emanuel School, Battersea Rise, London, SW11 1HS
Job purpose:	<p>Leading all aspects of fundraising at Emanuel, including regular, mid-level, major and legacy giving across all constituent groups.</p> <p>Raising significant funds year-on-year to deliver on campaign financial targets supporting ambitious bursary and capital projects.</p> <p>Building a culture of philanthropy through the school, including staff, current students, parents and alumni.</p>
Reporting line:	Bursar
Hours:	8am to 5pm, Monday to Friday in term time. 9:30am to 4:30pm, Monday to Friday during school holiday periods. This is an all-year position, working during term time and school holidays. Occasional Saturday mornings and evenings may also be required.
Salary:	c.£60,000 dependent on skills and experience.
Benefits:	<ul style="list-style-type: none">• A generous annual leave allowance (33 days plus UK bank holidays)• Defined pension contribution scheme, with up to 10% employer contribution and life insurance cover.• Free lunches• Simply Health healthcare plan, including flu jabs, online GP service and counselling• Discounts in local shops, restaurants and businesses• Season ticket loans and ride to work scheme• Training and development support

Key Responsibilities and Accountabilities

Leadership

1. Progressing and delivering on **Giant Strides** campaign objectives and financial targets set out to meet the ambitious needs of the school outlined in the campaign and fundraising strategies.
2. Supporting and developing meaningful relationships with volunteers including Governors, parents, school staff.
3. Building and maintaining an excellent relationship with the headmaster, involving in key donor meetings and managing the headmaster's involvement in fundraising activity.
4. Leading, supporting and motivating colleagues in the delivery of fundraising objectives.
5. Monitoring, reviewing and reporting on development team targets, outcomes and efficiency on an ongoing basis.

6. Working closely with the Head of Alumni Relations and Stewardship to ensure a cohesive approach to external relations is achieved.
7. Providing regular reports to governors and Emanuel School General Charitable Trust trustees as and when necessary either in person or written.
8. Managing planned expenditure and projected income closely with the Bursar and Head of Finance.

Fundraising

9. Providing strategic leadership and oversight to deliver on financial campaign targets.
10. Delivering major gifts (£25k+) from a range of stakeholders including individuals, trusts, foundations and corporates.
11. Developing and expanding mass solicitation and legacy giving programmes to increase participation and income.
12. Creating a portfolio of prospects across all constituent groups and developing detailed solicitation plans to achieve financial targets.
13. Writing compelling cases for support which can be used for proposals/applications for trusts, foundations, corporates and individuals to secure funding, working closely with the Head of Alumni Relations and Stewardship.
14. Liaising and working closely with the Head of Alumni Relations and Stewardship to develop impactful stewardship strategies to maintain high levels of donor retention.
15. Ensuring that appropriate systems, software and data processes are in place for gift administration and gift acknowledgement to cultivate and steward donors at all levels.
16. Utilising, maintaining and managing Raiser's Edge to track, monitor and report on financial targets. which includes coordinating with the Finance Department to reconcile gifts.
17. Liaising with the Finance Department to reconcile donations including standing orders and direct debits as well as claim Gift Aid annually.
18. Ensuring that all development activities follow best practice and are compliant with guidance from the Fundraising Regulator and all relevant law – including data protection legislation and Gift Aid rules.

Relationship building

19. Nurturing relationships with donors and ensuring the organization has a steady stream of donations.
20. Building meaningful relationships with donors, prospects, alumni, staff, former staff and all members of the Emanuel community to create a culture of philanthropy and secure funding.
21. Planning and implementing targeted cultivation and stewardship events or communications in collaboration with Head of Alumni Relations and Stewardship.
22. Providing a welcoming and professional point of contact between the Emanuel community and the school.
23. Ensuring that a school-wide commitment to the impact of fundraising is communicated to, and shared amongst, all staff.

Communications

24. Working closely with the Head of Alumni Relations and Stewardship and communications team on website, social media and print communications to deliver cost-effective and creative content that support and promote fundraising goals.
25. Responding to a wide range of external stakeholders about fundraising matters (including current and prospective parents), deciding how to handle enquiries and using discretion about providing appropriate information.
26. Hosting external visitors and ensuring that they receive a positive impression of the school.
27. Responding and reporting to pupils and staff in relation to a wide range of development issues.
28. Establishing a business-like office environment and promoting good communications with all areas of the school, including staff.
29. Prioritising work in relation to Fundraising and competing requests for the school body.

General

30. Maintaining absolute confidentiality in all aspects of work.
31. Playing an active and full part in the life of the school community.
32. Complying with relevant Emanuel policies and procedures, including safeguarding procedures, at all times.
33. Undertaking any other task requested by the headmaster or a senior colleague that is within the individual's abilities.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the deputy head, headmaster or senior colleague may require from time to time.

Person Specification:

The attributes below give an indication of the type of person who may succeed in this role. However, we always consider positively people with backgrounds in different sectors or with the skills/experience that may help them to bring a new perspective to our work. When applying, please do set out clearly how the knowledge, skills and experience that you bring would help you to achieve this important role, whatever your prior experience.

Qualifications and knowledge

- Knowledge of theory/practice of fundraising at all levels (*essential*)
- Knowledge and appreciation of the principles and practices of fundraising relations (*essential*)
- Knowledge of relevant fundraising, data protection, tax and charity law (*essential*)
- Relevant fundraising or marketing qualification (*desirable*)
- Knowledge of Raiser's Edge database or similar (*desirable*)
- Understanding of safeguarding (*desirable*)

Experience

- Proven track record of fundraising in an educational environment (*desirable*)
- Fundraising in an educational environment including mass solicitations, mid-level, major or legacy giving (*desirable*)
- Proven track record in delivering financial results (*essential*)
- Experience of developing and sustaining positive working relationships (*essential*)

- Experience of strategic planning and implementation at a senior level. (*desirable*)
- Experience of working with volunteers (*desirable*)
- Experience of efficient and effective organisation and management systems (*desirable*)

Skills

- Ability to secure gifts of £25k+ from individuals with strong understanding of running annual appeals and legacy campaigns (*essential*)
- Strong understanding of Trusts and Foundations fundraising with ability to write compelling proposals.
- Excellent written and spoken English; with the ability to communicate clearly and persuasively in a professional manner (*essential*)
- Excellent coordination and prioritisation skills with experience of managing a range of different stakeholders (*essential*)
- Great interpersonal skills with a desire to lead and support colleagues to deliver on the school's strategic priorities and objectives (*essential*)
- Ability to think strategically, develop and deliver on school's fundraising targets (*essential*)
- Ability to effectively plan, resource, and organise projects and tasks (*essential*)
- Excellent research skills (*essential*)
- Ability to remain calm under pressure and work to tight deadlines, managing competing priorities (*desirable*)
- Knowledge of Emanuel School or similar co-ed day schools in London (*desirable*)
- Knowledge of and experience of alumni and fundraising databases, ideally Raiser's Edge (*desirable*)

Personal competencies and qualities

- Ability to use own initiative and a self-starter with drive and ambition (*essential*)
- Impressive personal presence and presentation, with strong personal energy, self-confidence and dynamism (*essential*)
- High levels of personal and professional integrity, discretion and confidentiality (*essential*)
- Discreet and able to handle work of a confidential nature (*essential*)
- Commitment to the highest standards of child protection and safeguarding (*essential*)
- Willing to be flexible and pragmatic when things change (*essential*)
- Network of contacts in business or the professions (*desirable*)

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.