



SOLIHULL

Job Description: Director of Development and Alumni Relations

Responsible to: Headmaster

Primary Responsibility: The primary responsibility of the Director of Development and Alumni Relations is to lead and manage fundraising, including major capital projects and regular (annual) giving and legacy giving. The Director of Development and Alumni Relations will also have management and leadership responsibility for alumni relations, including an annual programme of alumni events.

Responsibilities:

The main responsibilities include:

Strategy Implementation and Fundraising Activities

- Ensuring that the fundraising campaign achieves its strategic objectives and specific targets, to be agreed by the Headmaster and the Governors in consultation with the Director of Alumni Relations and Development.
- Identifying, cultivating and stewarding individual major prospects through building effective relationships.
- Securing of major gifts for the School's capital projects, bursaries and other funding needs.
- Development and management of regular (annual) giving and legacy giving.
- Forming, training and managing a Development Committee, with members drawn from the School, Old Silhillians and current and former parents.
- Drawing up and negotiating gift agreements and contracts, ensuring that all income is handled as tax effectively as possible.
- Procuring and managing relationships with companies contracted to undertake specific tasks, such as the preparation of fundraising literature and the running of a telephone fundraising campaign.
- Effectively communicating the aims and purpose of development and alumni relations throughout the School community, dealing with queries about development and alumni relations and promoting fundraising achievements.
- Attending and presenting to appropriate management and Governors' meetings, keeping both groups abreast of all developments.
- Attendance and contribution to Senior Management Team meetings and general responsibilities arising from membership of the Senior Management Team.
- Responsible for the management of all alumni relations, including an annual programme of events.

Reporting and Communications

- Managing and administering the Development Committee.
- Liaising with internal departments such as Catering and the Bursary, to ensure effective co-ordination and good relationships with other departments in the School.
- Liaising with other organisations such as the OSA, to ensure effective co-ordination and good relationships.
- Representing the School among national professional fundraising organisations.
- Compiling and managing the annual donor list and related reports.

- Creating and maintaining an appropriate database for use by the Development Office and other appropriate departments such as Careers.
- Providing informative management statistics as required.
- Processing donations and maintaining accurate financial records.

Leadership and Management

- Managing the day-to-day activities of the Development Office and staff to ensure that its internal and external processes and procedures are efficient and effective in order to optimise its activities, research and communications.
- Prudent management of the development budget.
- Leading, motivating and managing all staff involved in Development, promoting strategic thinking, collaboration, creativity and excellence.
- Support school marketing and careers education activities

Additional

- Remaining up-to-date with developments in fundraising, refreshing skills as necessary and keeping abreast of relevant philanthropic news, charity law and other relevant legislation.
- The role will require travel throughout the UK and, potentially, overseas. Attendance at evening and weekend commitments, in particular fundraising and engagement events outside normal office hours will be required.
- Support the co-curricular life of the school.
- Carrying out any other duties as may reasonably be requested by the Headmaster or Bursar.

There will be potential to develop, over time and in consultation with the Headmaster, the scope and details of this job description.

General:

- Support the aims of the school.
- Support all members of the school community with respect and consideration.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and Professional Development procedures.
- Participate in the management of the School by attending meetings as required.
- Adhere to the Health & Safety Policy.

Other:

The Job Description is subject to:

Other reasonable requests by negotiation with the Bursar and Headmaster

Annual Review

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications/ Professional Bodies	<ul style="list-style-type: none"> • Educated to graduate level or equivalent 	<ul style="list-style-type: none"> • Fundraising Management qualification • Membership of the Institute of Fundraising
Experience	<ul style="list-style-type: none"> • Previous successful fundraising or transferable professional experience (for example in PR or marketing) • Identifying prospective major donors and securing meetings with them • Asking successfully for major gifts face to face, and also in writing • Providing a high level of donor care to donors across an organisation • Using a fundraising or relational database for both inputting and analysis of data 	<ul style="list-style-type: none"> • Fundraising for a major capital campaign (reaching a target of £several million) • Fundraising in an educational institution (e.g. a university or an independent school) • Fundraising from donors who are not resident in the UK • Alumni relations within an educational institution • Annual Fund or telephone fundraising campaigns • Leading and managing a team
Skills/ knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Numerate and confident in handling financial data • A meticulous researcher with excellent attention to detail • A thorough proof-reader • Knowledge of Microsoft and other IT packages • The ability to: <ul style="list-style-type: none"> ✓ work independently and imaginatively, and also as a part of a team ✓ communicate effectively with a wide variety of people ✓ manage a diverse workload within tight deadlines 	<ul style="list-style-type: none"> • Awareness and understanding of safeguarding and welfare of children
Personal Attributes	<ul style="list-style-type: none"> • Highly motivated and target-driven • An exemplary degree of personal integrity and maturity • The credibility to represent the School in interactions with prospects and donors • Able to use one's own initiative and work without supervision • The commitment, drive and determination to set up and successfully undertake regular face to face meetings for fundraising purposes • The ability to establish and maintain excellent relationships • Keen interest in and support for the ethos and aims of Solihull School • Willing to travel in the UK and overseas, and to work outside normal office hours • Diplomacy and tact • A good sense of humour • Common sense • Creativity 	<ul style="list-style-type: none"> • A willingness to be involved in the wider life of the School

	<ul style="list-style-type: none">• An exemplary attendance record in his/her past and present employment	
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