



Glendower Preparatory School



# DEVELOPMENT MANAGER

INFORMATION FOR CANDIDATES

CLOSING DATE: FRIDAY 24TH SEPTEMBER 2021  
INFORMAL INTERVIEWS : MONDAY 4TH OR TUESDAY 5TH OCTOBER  
SHORTLIST INTERVIEWS: WEDNESDAY 6TH OCTOBER



## About Glendower

*Glendower is a leading London prep school for 250 girls aged between 4 and 11. Glendower has a reputation for excellence and attracts, develops and inspires some of the country's best teaching talent.*

The school comprises of two sections; the Lower School (Reception - Year Two) and the Upper School (Year Three - Year Six). Glendower is a London day school, and offers an excellent 'all-round' education comprised of specialised teaching, a rigorous sporting calendar and an abundance of extra-curricular opportunities for girls of all ages.

## Record of Success

Glendower has been rated 'excellent' in every area following our ISI Inspection (March 2020); which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and extra-curricular activities, as well as the provision and quality of pastoral care.

Glendower has an outstanding track record in preparing its pupils for the top senior schools in the country. Schools frequently attended by our students consist of:

- St Paul's Girls' School
- City of London
- Latymer Upper School
- Godolphin and Latymer
- Wycombe Abbey
- St Mary's Ascot



## The Glendower Approach

*Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos.*

Glendower has a rich history of success and is very proud of its reputation as one of the leading prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where daily Drama, PE and extra curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life.

## The Vacancy

This is an exciting time to join the school as we establish our Development and Partnerships programme. The Development and Partnerships Manager will work closely with the Headmistress, Senior Leadership Team and marketing department to develop a culture of philanthropic giving.

We are looking for an individual with drive and initiative, and a track record in engaging stakeholders and achieving results.



## Job Purpose

*The Development and Partnerships Manager will be responsible for all aspects of development. From communications and events, to cultivating and engaging stakeholders to give, there will be a particular focus on partnerships, regular giving, and major donor activity.*

The Development and Partnerships Manager will be a creative thinker, do what they say they are going to do and have a positive “can do” attitude.

This role will be busy and varied with a range of responsibilities, and so requires excellent organisation and time management skills, along with a proactive and flexible approach.

Experience with database systems and strong computer and social media skills will be required, as the Development and Partnerships Manager will play an integral role in setting up the Development and Partnerships Office infrastructure to:

- attract girls from the local community to participate in maths and STEM educational events at the school
- create opportunities for pupils and staff to engage with the local community, learn from sharing diverse experience in different contexts
- attract applications for our aspirational bursaries programme.

## Responsibilities

- Developing and implementing an engagement and fundraising strategy for donor cultivation
- Develop a programme of activity to build closer relationships with parents, partners and alumnae
- Work closely with the marketing and admissions department to develop consistent communication to prospective donors
- Preparing briefs and supporting the Headmistress, Governors and Senior Leadership Team in major donor meetings
- Establishing a regular giving programme
- Raising the profile of Glendower's bursary programme within the local community



- Identifying and engaging internal staff and community partners
- Work closely with the marketing team to ensure the website and key communication channels are kept up to date with partner and beneficiary stories
- Preparing compelling development materials including e-communications, reports and publications
- Producing funding proposals
- Assisting with, and attending, events as required.
- Research and implement a database/CRM system
- Managing the prospective partner pipeline.
- Ensuring all records are clean and up to date.
- Researching donor prospects and community partners
- Producing termly reports and management information
- Organise and attend meetings with prospective partners and donors

## Skills and Personal Attributes

- A track record demonstrating initiative, innovation, and proactivity
- A resourceful and creative thinker who has the ability to think ahead
- Strong interpersonal, verbal, and written communication skills appropriate to this outward facing role and the ability to adapt communication style for different stakeholders, e.g., parents, alumnae, staff, local state schools, etc.
- Proven ability to develop networks and to work with complex communities
- Excellent ICT skills and proficiency in all aspects of Microsoft
- Experience in e-communications, networks, and proficiency in social media, with evidence of developing and building social media channels and communities
- Well versed in digital, direct mail and email best practices
- Excellent attention to detail and the ability to prioritise workload without supervision
- Able to work under pressure and meet deadlines whilst producing work that is accurate and of high quality



## School Aims

*Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two. During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.*



- *Responsibility*

Students are responsible for their words and actions, and any consequences these may have.

- *Resilience*

Students learn from their mistakes and persevere when they find tasks difficult.

- *Relationships*

Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

- *Readiness*

Students take ownership of their learning, from belongings and homework, to listening and responding to instructions

- *Resourcefulness*

Students can use their imagination and think creatively.

- *Reflection*

Students respond to teacher's comments to help learn and improve, whilst providing thoughtful feedback to others .



## The Application Process

*Please complete the application form and return it, along with a covering letter and the contact details of three referees, to [jo@jobeckettdevelopment.com](mailto:jo@jobeckettdevelopment.com) by Friday 24 September 2021.*

Successful candidates will be contacted to arrange an informal interview via Zoom on either Monday 4th or Tuesday 5th October. Shortlisted candidates will be invited to an in-person interview at Glendower on Wednesday 6th October.

If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and DBS vetting. Glendower is an equal opportunities employer.



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