



Glendower Preparatory School

## DEVELOPMENT MANAGER JOB SPECIFICATION

### OVERVIEW

Glendower is an independently funded preparatory school for girls aged three to eleven years. The school has been educating girls for over 120 years since its foundation in 1895. As well as receiving a very high standard of education and access to a broad range of facilities, pupils leave Glendower equipped to live a life of tolerance and understanding, and with an enthusiasm to celebrate diversity.

We aspire to widen access to our educational experience and facilities, so that girls from disadvantaged families can benefit, and all pupils leave understanding the value of diversity and how it enriches our lives.

Currently only a small number of free bursary places are offered to girls from less well-off families. Our aspiration is to develop a culture of philanthropic giving to fund substantially more free places to:

- widen access to education and facilities
- provide an aspirational educational experience for girls from disadvantaged backgrounds
- build a reputation for inclusion and diversity.

### JOB PURPOSE

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. The successful candidate will possess excellent interpersonal skills and have a natural ability to cultivate and steward relationships with parents, alumnae, community partners and volunteers.

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.

**Reporting to:** The Headmistress, Mrs Nina Kingsmill Moore. Working closely with Glendower’s senior leadership team and marketing and admissions teams.

**Location:** Glendower Preparatory School, 86, 87 Queen's Gate, South Kensington, London SW7 5JX.

**Employment:** Permanent. Full-time working 40 hour/week, Monday to Friday. Office hours are usually 8.00am to 4.00pm. Flexible working hours will be considered. Given the nature of the post there may be a requirement from time to time for evening and weekend work, attending events as directed.

**Salary:** Competitive.

## **DUTIES AND RESPONSIBILITIES**

This is a brand-new position, and therefore it is expected that the specific responsibilities outlined below will evolve as the development and inclusion programme gathers momentum.

Initially responsibilities will include:

### **1. Development strategy and collaboration**

- Developing and implementing an engagement and fundraising strategy for donor cultivation and stewardship
- Developing and delivering a programme of activity to build closer relationships with parents, partners, and alumnae
- Working closely with the marketing and admissions teams 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
- Working with the finance team to accurately record, track and process donations and pledges, and generate thank you letters
- Raising the profile of Glendower's bursary programme in the local community
- Identifying and engaging internal staff and community partners
- Working to achieve engagement and fundraising goals.

### **2. Development Communications**

- Working closely with the marketing team to ensure the website and key communication channels, including social media, are kept thoroughly up to date with partner and beneficiary stories and campaign updates
- Writing content related to partnerships and fundraising for school publications, e.g., newsletters and website
- Preparing compelling development materials including e-communications, reports, and publications
- Corresponding with prospective and current supporters
- Producing funding proposals
- Assisting with, and attending, events as required.

### **3. Research**

- Researching and implementing a database/CRM system
- Tracking data, researching the school community, and recording information systematically and accurately
- Managing the prospective donor pipeline
- Ensuring all records are clean and up to date with contact details, name changes, leavers, and joiners
- Researching donor prospects and community partners
- Organising and attending meetings with prospective partners and donors
- Producing termly reports and management information
- Creating reports as required.

## KEY CRITERIA FOR SUCCESS

After 18 months in post, the successful candidate will have:

- Built good relationships with staff, as well as alumnae and parent groups, and gained a thorough understanding of the school's ethos and values
- Devised and implemented effective systems and practices to manage and monitor progress in partnerships, prospect engagement and fundraising
- Made progress towards annual goals including establishing a regular giving programme and major donor prospect pipeline.

## SKILLS, EXPERIENCE, AND QUALIFICATIONS

### Essential

- 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
- Ability to collect, organise and analyse data
- Able to work as part of a team or independently
- Evidence of diplomacy with a highly organised, discreet, and professional work manner
- Ability to be flexible and have a positive approach to achieving goals.

### Desirable

- Confident in presenting to individuals and groups
- Experience in, or an understanding of, education and/or fundraising and/or partnerships
- Proficient in Publisher and InDesign
- Experience of working with iSAMS or similar
- Experience of developing and implementing development strategy.

## HOW TO APPLY

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

Successful applicants will be contacted to arrange an informal interview via Zoom on either Monday 4 or Tuesday 5 October 2021. Shortlisted candidates will be invited to an in-person interview at Glendower Preparatory School, 86/87 Queen's Gate, London SW7 5JX on Wednesday 6 October 2021.

If you would like to discuss the role in more detail, or have any specific questions, please email [jo@jobockettdevelopment.com](mailto:jo@jobockettdevelopment.com)

We welcome applications from all sections of the community, and we operate within a clear equal opportunities policy.