



Director of Partnerships & Development

NEEDED FOR FEBRUARY 2024
INFORMATION FOR CANDIDATES

CLOSING DATE: 19TH JANUARY 2024
INTERVIEWS: 24TH JANUARY 2024



About Glendower

Glendower Preparatory School, is an all-girls school, situated in superb surroundings in the heart of South Kensington, close to neighbouring Museums and historic landmarks.

As a charitable trust, Glendower is run independently and all profits are directed back into the school, making it a richly resourced educational environment and highly rewarding school to work in.

The school educates 250 girls from Reception to Year 6, with each year group running a two-form entry. Academic results are excellent, due to the focus on highly specialist and

individualised teaching and our girls go on to obtain places in the top academic day and boarding schools.

Places at Glendower are gained following an entry assessment held each January; there are waiting lists operating in all age groups across the school as places are oversubscribed.

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 School, Latymer Upper Godolphin and Latymer, Wycombe Abbey, and 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 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.

Widening Access

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 means-tested 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 means-tested places to:

- widen access to education and facilities
- provide an aspirational educational experience for girls from diverse social-economic backgrounds
- diversify the school experience for all our pupils by diversifying the social-economic make up of the school
- build a reputation for inclusion and diversity.

Equal Opportunities

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

What we offer

- Competitive salary
- Teachers' Pension Scheme
- CPD and career progression

opportunities

- Healthy school lunch provided
- Supportive Glendower Community, including colleagues, SLT, governors and parents
- An appointed Staff Liaison
- Golden Ticket Day – an additional annual day off during term time
- Lively school socials
- Provision of a 1:1 Mindset Coach available to all staff
- Small class sizes

The Vacancy

The Director of Development & Partnerships is a senior role responsible for planning, implementing, and managing all fundraising and partnership initiatives at Glendower Preparatory School. This role is pivotal in ensuring the school's financial stability and growth by building and nurturing relationships with alumnae, parents, donors, and community partners. The ideal candidate will possess a deep understanding of philanthropy, excellent communication skills, and a proven track record in fundraising and relationship building.

This is an exciting time to join the school as we launch an ambitious

campaign to raise funds in support of our vision for Bursaries and implement our second year of our Development and Partnerships programme.

The Director of Development and Partnerships will work closely with the Headmistress, Chair of Governors, Bursar, senior leadership team and marketing department to further develop a culture of partnerships and community engagement and 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, governors, staff, community partners and volunteers.

The Director of Development and Partnerships will be responsible for all aspects of development and partnerships. From communications and events, to cultivating and engaging stakeholders to give, there will be a particular focus on developing a regular giving culture, engaging and stewarding major donor activity, growing alumnae connections and activities and maintaining and developing new partnerships and opportunities for pupils, staff and parents to engage in partnerships with local state schools and community organisations.



The Director of Development & Partnerships will be a creative thinker, self-starter, 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 Director of Development & Partnerships will be responsible for managing the departments CRM system, online community platform and communications as well as fundraising appeals.

Main Duties

- Fundraising Strategy: Develop and execute a comprehensive fundraising strategy that aligns with the school’s goals and objectives. This includes annual giving campaigns, regular giving, major gifts, planned giving, legacies and grant proposals.
- Alumnae Engagement: Cultivate and maintain strong relationships with alumnae, encouraging their active involvement in the school community and seeking
- Parent Engagement: Collaborate with the Glendower Parent Teacher Association (GPTA) to engage current parents in the school’s development efforts, including annual giving and special projects.
- Donor Relations: Manage a portfolio of major donors, ensuring regular communication, acknowledgment, and engagement to secure their continued support and involvement in the school.
- Partnerships and Community Relations: Identify, build, and maintain strategic partnerships with local state schools and community organisations to support the school’s programs and initiatives.
- Fundraising for External Charities and Emergency Humanitarian Appeals: Identify, build and maintain relations with school supported external charities; and oversee and develop the school’s fundraising activities for external charities and appeals.
- Grant Writing: Research and write grant proposals to secure funding from foundations and corporations.
- Event Planning: Oversee the

their support through donations, mentoring, and volunteer activities.

planning and execution of development-related events, such as annual galas, alumnae reunions, and donor recognition ceremonies.

- Data and Reporting: Maintain accurate donor records in the CRM system, generate regular reports, and use data analysis to inform alumnae and parental engagement activities, fundraising strategies and decisions.
- Stewardship: Develop and implement donor stewardship programs to recognise and thank supporters at every level, ensuring they feel appreciated and engaged with the school’s mission.
- Budget Management: Manage the

development and partnerships budget, ensuring fiscal responsibility and maximizing resources.

Responsibilities will include:

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 marketing and admissions staff to develop consistent communication to prospective donors, alumnae and parents
- Preparing briefs and supporting the Head, Governors, and Senior Leadership Team in major donor meetings
- Establishing and growing 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.

Development Communications

- Maintaining and developing the online community portal 'GlendowerConnect'
- Working closely with marketing staff 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 for different stakeholders
- Corresponding with parents and alumnae
- Corresponding with prospective and current supporters
- Producing funding proposals
- Assisting with, and attending, events as required.

Research

- Managing and growing the 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
- Grown the alumnae database and established an alumnae relations programme
- Grown the regular giving programme and number of families and alumnae supporting the school
- Grown the major donor pipeline and number of families and alumnae supporting the school at the major donor level
- Maintained and developed effective systems and practices to manage and monitor progress in partnerships, prospect engagement and fundraising
- Increased income from fundraising and philanthropy

Skills, Experience and Qualifications

- Bachelor's degree required, advanced degree in a related field preferred.
- Experience in development and fundraising, preferably in an educational or non-profit setting.
- Proven ability to develop networks and to work with complex communities
- Proven success in securing major gifts and managing comprehensive fundraising campaigns.
- A track record demonstrating initiative, innovation, and proactivity
- A resourceful and creative thinker who has the ability to think ahead
- Strong interpersonal and communication skills, both written and verbal, 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.
- Ability to build and maintain relationships with diverse stakeholders, including alumnae, parents, and community partners.

- Proficiency in donor management software and data analysis.
- Strong project management and event planning skills.
- Excellent ICT skills and proficiency in all aspects of Microsoft
- Knowledge of best practices in philanthropy, fundraising ethics, and industry trends.
- 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.
- A commitment to the mission and values of Glendower Preparatory School.



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.



- To encourage socially-aware, inclusive and responsible citizens.
- To inspire our girls to be autonomous and resourceful learners
- To promote reflective learning and intellectual curiosity
- To develop courage, perseverance, and resilience.
- To foster positive and kind relationships
- To prioritise an ethos of responsibility for learning and actions.
- To offer a broad and intellectually stimulating curriculum including sport, art, music, drama, and STEM
- To spark freedom of choice and thought so that our girls go on to become gamechangers

The Application Process

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress.

Applications should be emailed to pennickl@glendowerprep.org. This role is open with an application deadline of Friday 19th January 2024. Successful candidates will be contacted to attend an in-person interview on Wednesday 24th January 2024.

This is a permanent, full-time role, 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.

The salary for this position will depend upon the qualifications and relevant experience of the successful candidate. If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. We follow safe recruitment and equal opportunities practices, and all successful applicants will be subject to an enhanced DBS check.



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