



GORDONSTOUN

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Development Officer

Reports to: Head of Development & Alumni

Job Purpose: This is an exciting new role at Gordonstoun School. This is a key post within the recently re-structured Development Office and is responsible for the generation of fundraising income for key School initiatives that reflect and support the main strategic objectives of the institution. This will include developing and managing the regular giving programmes – including the telephone campaign; identifying, developing and managing a portfolio of prospects, including individuals, trusts and foundations and other statutory funding bodies with the aim of raising philanthropic income including legacy pledges. In addition, the role holder will have a strong working knowledge of fundraising CRM systems and the ability to manage and extrapolate data as it relates to the successful management of all fundraising activities.

The role involves working closely with colleagues from across the School including the leadership and the board to ensure that all fundraising projects are fully developed and are ready for the fundraising market. Due to the emphasis on developing external support for the School, the role holder may be required to work out with normal office hours and undertake some travel on behalf of the School, both in the UK and internationally.

[Grade 2B/3 1.0 FTE – 37.5 hours]

Major responsibilities

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- The postholder will contribute to the delivery of the School's fundraising targets, to secure regular and one-off donations in support of agreed priorities and providing leadership on the School's regular giving activities
- Developing, managing and Overseeing delivery of a year-round Individual Regular Giving plan to include face to face, targeted mass fundraising initiatives including but not limited to direct mail, digital and telephone, giving days, arranging mailings, telephone campaigns and events to meet agreed targets for participation.

- To do this, the post holder will need to understand professional fundraising guidelines and ensure that these are adhered to. The post-holder will plan and co-ordinate fundraising activity and manage any reporting processes, such as progress reports, financial reports and payment request schedules, follow-up visits, etc.
- Responsibility for raising philanthropic revenues to achieve set income targets.
- Manage the application process to funders, which will include identifying potential supporters, building the relationship and writing funding proposals. Where necessary, the post holder will need to understand individual funding body guidelines and ensure that these are adhered to. They will act as the main point of contact with these bodies for all fundraising projects, from point of application to outcome. For successful applications, they will manage any reporting processes, such as progress reports, financial reports and payment request schedules, and follow-up visits.
- Responsible for implementing solicitation and stewardship plans for your portfolio of prospects and supporters; including providing input into guest lists for key School events; ensuring that a programme of regular communications is in place and that appropriate corporate publications are circulated.
- Support the Head of Development by creating briefing notes for key prospects assigned to the Principal and Board members and ensure an accurate recording in the CRM
- Support the management of the parents' engagement plan and activities including developing the Welcome Pack, managing a portfolio of engagement events, creation and distribution of communications and supporting the overall development of these key relationships
- The role holder will also be expected to undertake their own research and provide detailed information on fundraising projects to allow for prospect identification.
- The role holder will be responsible for managing all donor data in the CRM system and extrapolating data required for all fundraising programmes and required reporting to donors, committees and the senior leadership team
- Input into the Development Office marketing and PR activities, by assisting with the up-keep of the fundraising pages on the School's website – taking a proactive role in suggesting how these pages can be kept fresh and interesting; feeding stories to the Editor of the alumni magazine and sharing relevant external media stories with the team.
- Represent the School at events
- Undertake necessary training to keep up-to-date with developments in fundraising, sponsorship, data protection, regulatory bodies, and freedom of information.
- Support the work of the wider service by undertaking other duties as specified by the Head of Development
- Carry out any other task as required from time to time in order to support the School.

Person Specification

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> ● Educated to degree level or equivalent professional qualification in a relevant discipline 	Undergraduate or post graduate qualifications	Application form Sight of qualifications at interview
Work experience	<ul style="list-style-type: none"> ● 2-3 years' experience in a fundraising role, which should include: <ol style="list-style-type: none"> 1. Demonstration of success in regular giving and supporting mid-level giving and major gift activity 2. Proposal writing 3. Fundraising project development, including budgeting 4. Managing a portfolio of prospects and preparing individual solicitation plans 5. Applying to trusts, foundations and/or statutory bodies 6. Experience and proficiency of using a dedicated alumni and fundraising CRM 	Sector experience in a School or University Fundraising experience in face-to-face asks	Application form Interview
Skills and experience	<ul style="list-style-type: none"> ● Excellent IT skills, including proficiency in all MS Office applications. ● Excellent communication and interpersonal skills. ● Excellent understanding of charitable giving legislation ● Excellent interpersonal and communication skills, enabling you to interact effectively with internal and external contacts at all levels. ● Base knowledge of analysing prospect base to determine level of giving and best approach to asking. ● Excellent organization, planning and time management skills for 	Experience of analysis and reporting using Raisers Edge database	Application form References Interview Task

	<p>effective working and prioritization of workloads when managing a portfolio of prospects, as well as developing and scoping new projects</p> <ul style="list-style-type: none"> ● Excellent networking and negotiation skills, including ability to play an ambassadorial role for Gordonstoun at internal and external events ● Excellent numeracy and literacy skills 		
Personal skills and qualities	<ul style="list-style-type: none"> ● Conscientious and diligent, with excellent attention to detail. ● Enthusiastic, diplomatic and calm under pressure. ● A proven track record of strong working relationships with students, colleagues and customers. ● A positive and proactive attitude to manage a high volume of work. ● Flexible, with a can-do attitude. ● Someone who creates a positive and cooperative working environment. ● A commitment to Gordonstoun's unique educational ethos. ● Able to work within a team environment ● Ability to work collaboratively and independently as required with a pro-active approach. 		Application form Interview Task
Child protection	<ul style="list-style-type: none"> ● Suitable to work with children ● A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> ● Experience of working with children and young people 	References PVG check