



Finton House School is a non-selective independent co-educational preparatory school for up to 340 children aged 4 - 11 years. At Finton House: everyone feels safe, happy and valued; boys and girls of all abilities, including the most able and those with special educational needs, are nurtured and challenged to make excellent personal and academic progress; the education is broad, embracing technology as well as using the outdoors, allowing children to discover their own strengths and passions; children learn how to lead a healthy life in order to flourish in a rapidly changing world.

## 1. **JOB DESCRIPTION**

|                                   |   |
|-----------------------------------|---|
| <b>Job Title</b>                  | Development Officer   |
| <b>Reporting to</b>               | Head of Admissions & Development  |
| <b>About</b>                      | The Development Officer will be the engine behind the School's alumni relations and development programmes. This new role is busy and varied, with a range of responsibilities and will suit someone with a positive and enthusiastic attitude, who is committed, able to think creatively, motivated and a team player. The role requires excellent organisation and time management skills, and a proactive and flexible approach is essential, along with the need to be results focused. Strong interpersonal skills are required as well as being proficient with IT and social media. This includes a thorough understanding of all Microsoft packages, along with fundraising database skills. |
| <b>Job Purpose</b>                | This is an exciting time to join Finton House. The Development Officer will work with the Head of Admissions & Development to build an engaged and supportive community and deliver a comprehensive fundraising programme. The Development Officer will play a key role in the School's fundraising and development activities and will be expected to be involved in all aspects of the Development team's work. The successful candidate will be responsible for the fundraising campaigns and events, building a prospect pool by managing excellent relationships with donors and prospects and maintaining excellent records on the fundraising database.  |
| <b>Salary &amp; Working Hours</b> | This is a full time role and given the nature of the post there is also the requirement of evening and weekend work attending organised functions and events as directed. Salary is based on experience.  |
| <b>Main Duties</b>                | <b>Fundraising</b> <ul style="list-style-type: none"><li>• Lead and oversee all research initiatives, including gathering information on Old Fintonians and other supporters;</li><li>• Develop persuasive and innovative fundraising proposals;</li><li>• Research donor prospects, including individuals, Trusts and Foundations;</li><li>• Make contact and develop long-term engagement with current and past parents and former members of staff;</li></ul>  |

- Plan and deliver a calendar of events for the alumni and current parent community e.g. reunions, parent drinks etc. and ensure they are delivered to a high standard;
- Manage donations received;
- Support the Head of Admissions & Development in maximising financial income and generation of donations to ensure financial objectives are achieved;
- Ensure that all donors are appropriately thanked and acknowledged, providing a high level of donor stewardship;
- Develop strong, positive relationships with staff, contribute to collaborative work across the school and support other staff in order to develop and share best practice.

**Marketing - in liaison with our Marketing & Development Co-ordinator**

- Produce engaging and compelling fundraising marketing materials, e-communications, leaflets and publications;
- Implement initiatives to increase regular giving and mid-level gifts;
- Write and distribute a termly e-newsletter to the alumni community and post regular alumni news on the fundraising website;
- Champion the charity's mission, maintaining the highest standards of professionalism and integrity.

**Database**

- Manage and maintain the fundraising database, ToucanTech, including accurate inputting and updating of donor and constituent data;
- Ensure the School's compliance with the Fundraising Regulator, including managing contact preference and privacy notices;
- Ensure correspondence, digital and postal communications to alumni are recorded on the fundraising database;
- Track and maintain data, utilising all information available to research the school community and record systematically and accurately in the fundraising database;
- Create reports and financial statements as required;
- Maintain confidentiality of information in line with GDPR guidelines.

Any other duties, which may, from time to time, be reasonably assigned by the line manager. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job Description, it will be amended accordingly. It will always be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

## 2. PERSON SPECIFICATION

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications</b>  |           |           |
| To have an excellent level of education, including a degree or equivalent  | X         |           |
| <b>Experience</b>  |           |           |
| To have proven development and fundraising experience, in any sector, with an ambition to build a career in Development  | X         |           |
| To have experience of maintaining and managing a fundraising database (ideally ToucanTech or equivalent)   | X         |           |
| To have experience of organising and managing events   |           | X         |
| To be experienced in handling confidential information, using tact and diplomacy   | X         |           |
| <b>Skills &amp; Attributes</b>   |           |           |
| To have outstanding ICT skills, including the ability to use Microsoft Word, Excel and Outlook   | X         |           |
| To have excellent administrative and organisational skills   | X         |           |
| To be able to effectively analyse data   | X         |           |
| To have excellent written and proof-reading skills in relation to the production of letters, applications, reports and publications, with accuracy in spelling and grammar | X         |           |
| To have outstanding communication and interpersonal skills with an ability to build relationships with people at all levels, both internally and externally                | X         |           |
| To have an understanding of processing donations   |           | X         |
| To be committed to safeguarding and promoting the welfare of pupils  | X         |           |
| To be a positive and collaborative team player   | X         |           |
| To have an instinctive "Customer Service" approach; to be professional, welcoming and friendly, with a natural desire to go the extra mile to help                         | X         |           |
| To be patient and positive under pressure, remaining flexible in a dynamic working environment with competing priorities   | X         |           |
| To have confidence in networking, and the ability to represent the School  | X         |           |
| To be self-motivated, persistent and good humoured   | X         |           |
| To be willing to work evenings and weekends on occasion  | X         |           |

## 3. Safeguarding

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure, which is available on request.