



STONYHURST

1593 • **425** • 2018
YEARS

**The UK's leading co-educational Catholic boarding and day school
for 3 - 18 year olds. Boarding from 7 years.**

Job Description

Job Title:	Development Officer
Department:	Development
Line Manager:	Development Manager, who in turn reports to the Director of Strategic Development

Job Purpose

The Development Officer will play a vital role in fundraising, friend-raising and relationship management across the Stonyhurst community of parents, former parents, alumni and supporters of Stonyhurst. This is a crucial department in the future planning of the school, managing capital, bursary and legacy campaigns along with donor care.

The post holder will fully assist the Development Manager with the planning and delivery of specific fundraising campaigns and with managing the day-to-day administration of the office.

The candidate must be comfortable representing the College by attending whole school events and functions as the role will have some elements which are outward facing.

Key Tasks and Responsibilities

- To support the Development Manager, contributing to the department's strategic aims.
- To manage the day-to-day workload and administration of the department.
- To be responsible for resolving all internal and external enquiries.
- To work with the Development Manager to ensure the department's communications programme is delivered.
- To organise, manage and coordinate a programme of relevant and well attended events including regional and overseas dinners, lunches, reunions and special events in conjunction with volunteers to complement the overall development strategy.
- To update, manage and develop the website and social media needs of the Development Office, building a strong and vibrant community who are willing to offer their support to the school

- To coordinate the production of high quality brochures, Development materials and publications and to coordinate the timely production and dissemination of these communications.
- Work in collaboration with the other areas of External Relations: Admissions, Marketing, Foundation, Association, International.
- To project manage low-level giving campaigns effectively and efficiently.
- To prepare information for annual reports and co-ordinate mailings.
- Research major prospects, including individuals, corporate entities and charitable trusts in a systematic, coordinated way to feed in to the Development Manager's major gift work for the Director of Strategy.
- To develop *The Raiser's Edge* database records to ensure the department meets its targets in terms of up to date contact details, email addresses and telephone numbers as well as professional details. Systematically research and regain contact proactively with constituents with whom the School has lost contact.
- Work flexibly as is necessary within a small department and perform such other duties as may be required from time to time by the Director of Development within the context of the job.
- Comply with and promote the School's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and others.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

PERSON SPECIFICATION

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Educated to degree level or equivalent	D	AF / I
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven experience of establishing good relationships, face to face or over the telephone, with alumni, clients and donors.	E	AF/I
Proven experience of fundraising, preferably in an educational environment.	E	AF/I
Experience of identifying and successfully applying for funds or attracting new clients/business.	D	AF/I
Experience of, and proficient in, Microsoft Office software	E	AF/I
Practical working knowledge of relationship management databases, preferably Raisers Edge.	E	AF/I
Proven experience of successful event management, including budget responsibility	E	AF/I
Experience of project management	E	AF/I
Proven experience of writing high-quality copy and of publication design/production, preferably in an alumni relations environment, working to tight deadlines.	E	AF/I
Experience of managing a budget	D	AF/I

Experience of using social media in a professional context	E	AF/I
Experience of managing volunteers	D	AF/I
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Excellent research and analytical skills.	E	AF/I
High-level verbal and written communication skills.	E	AF/I
Motivated and able to manage own priorities, working on concurrent projects, delivering high-quality results to meet agreed deadlines.	E	AF/I
Excellent interpersonal skills and proven ability to establish and maintain good relationships with a diverse range of people.	E	AF/I/R
Able to work and deliver under pressure and problem solve with confident and effective decision making skills.	E	AF/I
Diplomatic and discreet with experience of dealing with sensitive and confidential matters.	E	I/R
Willingness to work flexibly on occasions.	E	I/R