

The American School in London

Development Services Assistant (Maternity cover)

Reports to: Director of Development Services

Start date: August 2026

Hours: Full-time

Contract: Fixed term maternity cover (1 year)

Overall purpose

The Development Services Assistant is a key member of the development services team. This role provides administrative and data support, as well as event logistics, to advance the school's fundraising and donor engagement efforts.

Summary of major responsibilities:

Fundraising & Donor Engagement

- Track donations and support donor acknowledgements, stewardship, and recognition.
- Manage event logistics, including invitation and RSVP tracking, guest list and nametag creation, and the coordination of host recognition gifts.
- Support the Director of Development and the Director of Major Gifts in scheduling donor appointments and solicitation meetings.
- Help track donor engagement in the fundraising database.
- Prepare personalized appeals and solicitation materials for senior leadership, fundraisers and volunteer canvassers.
- Support the team's prospect research efforts to help identify new funding opportunities.

Data Management & Reporting

- Maintain accurate donor records and assist with data entry projects in the fundraising database.
- Help prepare and review donor recognition lists for the annual Impact Report.
- Run and refresh Raiser's Edge NXT queries and reports.
- Prepare monthly fundraising progress reports and track donor outreach activities.

Administrative & Office Support

- Support team budget management by processing invoices, monitoring expenditures, maintaining financial spreadsheets, and assisting with monthly reviews.
- Coordinate meetings and logistics for the office team and key Board Committee-led meetings, including preparing materials, presentations, catering, and travel arrangements as needed.
- Provide executive support to the Director of Development, including writing minutes for Board Committee meetings, travel planning, and post-meeting follow-up.
- Maintain the Development Office calendar.

Essential qualifications/experience

- Extensive demonstrable experience working in a busy office environment
- Knowledge of Google applications, Microsoft PowerPoint, Word and Excel

- Highly organized and detail-oriented
- Proven effective communicator, both oral and written
- A proven commitment to safeguarding and the welfare of children and young people

Desirable qualifications/experience

- Experience using Raiser's Edge NXT or other relationship management database
- Experience in an independent school or non-profit setting
- Knowledge and understanding of international school communities

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions into Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

ASL is dedicated to fostering courageous global citizenship in a diverse and inclusive school environment. In our international community, we aspire for the cultures and backgrounds of our employees to mirror those of our families and student body, and we enthusiastically welcome applications from candidates who bring diverse life experiences, perspectives and skills. Educators with knowledge of global education and prospective applicants for any position who are committed to diversity and inclusion are particularly welcome to apply. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, maternity or parental status, or any other legally recognised protected basis under local law. Read our [Diversity, Equity and Inclusion statement here](#).