



HIGHGATE SCHOOL

Highgate School is a large and flourishing coeducational independent school which is situated next to Hampstead Heath, a few miles from the centre of London. There are three schools in the Foundation: the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently some 1,460 pupils in the Foundation. The School employs approximately 400 full-time or part-time teaching and support staff.

The Governors consider the development of excellence in the education offered to pupils to be the underlying purpose of all activities undertaken by support staff.

Highgate School is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Criminal Records Bureau.

JOB DESCRIPTION DIRECTOR OF FUNDRAISING

REPORTING TO: THE HEAD MASTER

RESPONSIBLE TO: THE BURSAR

BACKGROUND

Highgate School is seeking to appoint a full-time Director of Fundraising, to coordinate and lead fundraising from former pupils ("Cholmeleians") and also from the community of parents of current and former pupils, well-wishers and other potential supporters.

Highgate School began fundraising 2½ years ago, and is now poised to build on the success so far and embark in earnest on a major fundraising campaign. The Director of Fundraising will have particular responsibility for soliciting major gifts in support of the School's ambitious capital programme; it is likely that an initial target of raising £5 million in the next five years will be set. In the last nine years, some £30 million has been invested in capital projects and currently we have several substantial projects in hand, including a new teaching building within the Senior School, a new library within Big School, repairs to the fabric of Big School and Chapel, significant upgrades to the Junior School and major improvements to the sports centre and sporting facilities.

A capital fundraising campaign is part of a wider campaign that also has significant charitable ambitions. These are set out in detail on Highgate School's website www.highgateschool.org.uk, under the heading "Our Charitable Work".

Applicants invited for interview will have the opportunity to explore in greater detail the School's overall strategy and vision in these areas.

THE ROLE

This role will suit an experienced development professional who is looking for a senior and autonomous role. However, other professional experience, for example in PR or marketing, may be relevant, and a professional in this field may well be able to demonstrate the transferable skills required by this role. This is

an ideal opportunity for an able and enthusiastic fundraiser to further his or her career in a successful, forward-thinking and ambitious organisation.

MAIN RESPONSIBILITIES

Strategy Implementation and Fundraising Activities

- Ensuring that the fundraising campaign achieves its strategic objectives and specific targets, which will be set by the Head Master and the Governors in discussion with the Director of Fundraising.
- Identifying, cultivating and stewarding individual major prospects.
- Face-to-face asking to secure major gifts for the school's priority projects.
- Forming, training and managing a Development Council (and an associated volunteer network), with members drawn from Cholmeleians and also current and former parents.
- Drawing up and negotiating gift agreements and contracts, ensuring that all income is handled as tax effectively as possible.
- Procuring and managing relationships with companies contracted to undertake specific tasks, such as the preparation of fundraising literature and the running of a telephone fundraising campaign.
- Dealing with enquiries about the fundraising campaign from Cholmeleians, parents, donors, prospects, well-wishers and other members of our community in a welcoming, friendly and helpful manner at all times.

Reporting and Communications

- Managing the Development Council and the Governors' Development Committee, including face-to-face stewardship meetings with Council members and preparation of papers for the meetings of the Council and the Committee.
- Liaising with internal departments such as Estates, Catering and the Bursary, to ensure effective coordination and good relationships with other departments in the School.
- Compiling the annual donor list and related reports.
- Using the Raiser's Edge database to enter selected information and to generate reports.

Leadership and Performance

The School has a thriving and successful programme of Alumni Relations, working in close partnership with The Cholmeleian Society. A member of teaching staff, the Cholmeleian Liaison Officer, has responsibility for this, in particular through the biannual school magazine. There is also a Development Officer who coordinates events for Cholmeleians, and manages the Cholmeleian Net Community website and the Raiser's Edge database.

The primary role of the Director of Fundraising will be to lead and manage fundraising. The School intends to appoint a Fundraising Assistant to manage regular giving (an Annual Fund / telephone campaign) and legacy giving; this will follow the appointment of the Director of Fundraising. The Director will line manage the Fundraising Assistant.

The Director will also have management and leadership responsibility for Alumni Relations, and so would line manage the Development Officer and functionally manage the Cholmeleian Liaison Officer, monitoring their performance and developing and implementing strategies for improvement.

Additional

- Remaining up-to-date with developments in fundraising, refreshing skills as necessary, and keeping abreast of relevant philanthropic news, charity law and other relevant legislation.
- The role will require travel outside London and, potentially, overseas. Attendance at evening and weekend commitments, in particular fundraising and engagement events outside normal office hours, will be required.
- Carrying out any other duties as may reasonably be requested by the Head Master.

There will be potential to develop, over time and in consultation with the Head Master, the scope and details of this job description.

PERSON SPECIFICATION DIRECTOR OF FUNDRAISING

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications/ Professional Bodies	<ul style="list-style-type: none"> • Educated to graduate level or equivalent. 	<ul style="list-style-type: none"> • Fundraising Management qualification; • Membership of the Institute of Fundraising.
Experience	<ul style="list-style-type: none"> • Three to five years successful fundraising or transferable professional experience (for example in PR or marketing); • Identifying prospective major donors and securing meetings with them; • Asking successfully for major gifts face to face, and also in writing; • Providing a high level of donor care to donors across an organisation; • Using a fundraising or relational database for both inputting and analysis of data. 	<ul style="list-style-type: none"> • Fundraising for a major capital campaign (reaching a target in the region of £5 million); • Fundraising in an educational institution (e.g. a university or an independent school); • Fundraising from donors who are not resident in the UK; • Alumni relations within an educational institution; • Annual Fund or telephone fundraising campaigns; • Leading and managing a team.
Skills/knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills; • Numerate and confident in handling financial data; • A meticulous researcher with excellent attention to detail; • A thorough proof-reader; • Knowledge of Microsoft packages; • The ability to: <ul style="list-style-type: none"> ○ work independently and imaginatively, and also as a part of a team; ○ communicate effectively with a wide variety of people; ○ manage a diverse workload within tight deadlines. 	<ul style="list-style-type: none"> • Awareness and understanding of safeguarding and welfare of children.
Personal Attributes	<ul style="list-style-type: none"> • Highly motivated and target-driven; • An exemplary degree of personal integrity and maturity; • The credibility to represent the School in interactions with prospects and donors; • Able to use one's own initiative and work without supervision; • The commitment, drive and determination to set up and successfully undertake regular face to face meetings for fundraising purposes; • Keen interest in and support for the ethos and aims of Highgate School; • Willing to travel in the UK and 	<ul style="list-style-type: none"> • A willingness to be involved in the wider life of the School.

	overseas, and to work outside normal office hours; <ul style="list-style-type: none"> • Diplomacy and tact; • A good sense of humour; • Common sense; • An exemplary attendance record in his/her past and present employment. 	
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CHILD PROTECTION

This role will not normally involve unsupervised contact with pupils; however in the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection.

All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of this policy will accompany all offers of employment.

TERMS & CONDITIONS

The terms and conditions below do not form part of a contract and are for information only. Should you be offered and accept employment with Highgate School you will receive a contract setting out in full your terms and conditions. All offers of employment are subject to the receipt of references satisfactory to us, proof of eligibility to work in the UK and CRB checks.

Salary

£45,000 to £55,000 per annum dependent on qualifications and experience.

Hours of Work

This is a full time post. Normal working hours for this role are Monday to Friday, 8.30am-5.30pm. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively and no additional payment is made in this respect. In addition some evening and weekend working will be required. These hours must be agreed in advance with your line manager and time off in lieu may be given at your line manager's discretion.

Probationary Period

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors.

Lunch Period

There is a lunch break of one hour. A complimentary lunch is available in the Dining Hall.

Holidays

25 days' paid holiday entitlement plus public holidays to be taken at times agreed with your line manager and the Bursar.

Pension

The School will provide a defined benefit pension whereby staff will earn a pension benefit of 1/80 of final salary for each year of membership for which the staff contribution rate will be 6%.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code

All staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

Highgate School operates a no smoking policy and smoking is not permitted on any part of the campus.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

For operational reasons, the School reserves the right to transfer you to alternative duties. For this reason it is a condition of employment that you are willing to do so, if requested, from time to time.

December 2011

APPLICATION PROCEDURE

Applications should be made to:

**Ruby Dodoo, Human Resources Officer, Highgate School, North Road, Highgate,
London N6 4AY**

Applicants are required to write a **separate covering letter** outlining their suitability for the post, which should be accompanied by the following:

- (1) The School's **application form**. (Please note that of necessity this is a PDF document and must be completed by hand; scanned emailed copies will be accepted in the first instance provided the signed hard copy is sent in the post.)
- (2) A full **curriculum vitae**.
- (3) Copies of any **qualifications and certificates** mentioned in the application.
- (4) Details of **two referees**.

Closing date: Friday 3 February 2012