



Job Description

Job Title: Development Manager (Interim)
Department: Development
Responsible to: The Bursar
Last reviewed: September 2020

Overview

Haileybury requires an interim Development Manager for six months, a period during which the School will be seeking to recruit a permanent Director of Development. The role calls for an experienced Development professional able to cover, without close direction, all aspects of what is a nascent department. An important focus of the role will be to implement the recommendations of a recent departmental review undertaken by external consultants, Marts & Lundy, over the next six months. The Development Manager will be expected to use this framework as a reference, with the close support of Marts & Lundy, to begin to implement the plan. The role will require involvement in all aspects of fundraising and alumni engagement for Haileybury with a focus on developing, updating and maintaining our database, building new relationships and managing stewardship activity.

Main Duties and Key Responsibilities:

- Develop and maintain excellent relationships with existing donors to ensure continuity of support.
- Draft correspondence to prospective and current supporters and manage cultivation of new prospects including coordinating communications to and from donors and prospects.
- In partnership with the Bursar and Marts & Lundy, implement the operational recommendations from the departmental review.
- Oversee effective data management using the Raiser's Edge database, ensuring that data relating to alumni, parents, and donors is maintained to the highest standards of accuracy, and that data reporting is carried out in a consistent and accurate manner with strict compliance with data handling regulations.
- Oversee prospect management and recording of prospect activity.
- Oversee incoming gifts processing & stewardship systems. Maintaining records relating to donations, *Gift Aid*, and pledges to ensure that all gifts are promptly recorded and thanked.
- Ensure that all gifts are reconciled with the school's finance system, liaising with the Finance Department as required.
- Provide expert advice, briefings, and timely and accurate updates and analyses to the Senior Leadership Team (SLT).
- Provide administrative support, including processing of departmental invoices, general office management and acting as a first point of contact within the School and externally for the Development office.
- Maintain knowledge of professional practice in fundraising, with particular relevance to education.



Additional Responsibilities:

- Receive and deal with all correspondence, including telephone calls and email, in an appropriate manner.
- Maintain a code of confidentiality commensurate with the role.
- Remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility and to undertake duties in line with established Haileybury practices and protocols.
- Ensure that all work is supported with a transparent paper/electronic trail i.e. appropriate filing system containing clear and accurate working papers.
- Establish and maintain effective communication channels and efficient/effective working relationships with other colleagues.

Desired Skills, Characteristics, and Experience

- Minimum of 3 years' experience in non-profit fundraising, preferably within the education sector.
- Ability to take a strategic overview and hands-on approach to fundraising
- Experience in CRM and Database management is essential (preferably Raiser's Edge) and strong experience of Microsoft Office.
- Motivated self-starter with excellent organisational skills, the ability to meet deadlines under pressure and manage multiple tasks and competing priorities.
- Ability to interact comfortably with donors, alumni, parents, pupils and colleagues within the school
- Excellent diplomacy, discretion and ability to engage with individuals at all levels is essential.
- Strong interpersonal and communication skills.
- A problem-solving attitude.
- The ability to work both independently and as a collaborative team player within the wider school community.