

Westcliff High School for Girls

Fundraising Manager Job Description

The Role of the Fundraising Manager

- Maintain and manage a professional office with a comprehensive database;
- Research and profile parents and Alumnae;
- Organise and run a series of information receptions for parents and Alumnae on and off site;
- Support a team of volunteers, including the Campaign Board, ensuring agendas and action notes are issued in a timely manner;
- Train the team of volunteers in the principles and mechanics of capital fundraising ensuring best practice is adhered to;
- Ensure that gifts are properly recorded and processed;
- Prepare key individuals in major gift approaches, accompanying where appropriate;
- Draft and send monthly newsletters to givers, and weekly updates to the team of volunteers.

Person Specification

Experience/knowledge

- Experience in fundraising isn't essential as the transitional skills required can come from a variety of previous experience. An understanding of the educational environment and the challenges schools face would be desirable, as would experience in a client/customer facing role.
- Educated to degree level, the fundraising manager will be superb at planning and time management, confident working briskly and have well developed organisational skills.
- The fundraising manager must thrive on time specific deadlines.
- He/she must have detailed financial awareness, proficient in the use of Microsoft Excel and be able to manage budgets.
- Experience in presenting and or training small groups would also be desirable.
- Previous experience in positions that involve influencing people would be ideal.

Personal qualities and attitudes

- An entrepreneurial approach with an ability to think creatively.
- A positive, proactive approach to problem solving and be able to work independently.
- An energetic and strategic thinker capable of building trust and positive relations with Governors, staff, parents, students, Alumnae and others who have an interest in the school.
- Ability to understand the needs, challenges and opportunities of a school community and its external constituency; to integrate fully with both.
- Outstanding inter-personal and team working skills.
- Self motivated and results driven.
- A good sense of priorities.
- Takes pride in their excellent oral and written communication.
- Client focused with an absolute appreciation of the need to achieve agreed targets.
- A commitment to the vision and values of the school and an ability to enthuse others.

Reporting

The fundraising manager will report directly to Nigel Brunning, Finance Director, and will be mentored and directed by a professional fundraising consultant who has been engaged by the school.

Timings

This post will be for FOUR DAYS a week during term time only and will be on a short- term contract from xxx to xxx. This role will require some evening work and you own transport is essential.

Salary

£30,000 pro rata