DEVELOPMENT OFFICER

JOB DESCRIPTION

Twyford School is one of the leading Preparatory Schools in the South of England, with approximately 400 pupils from 3-13 years old. The School provides an exceptional educational experience in beautiful grounds on the edge of the South Downs National Park. Twyford School is a registered charity.

Twyford has claims to be the oldest Preparatory School in England and has a long and distinguished history. The Development Office was started in 2009 to coincide with the School’s bi-centenary to help celebrate this heritage and improve relations with alumni, past staff, governors and parents through instigating regular events and communications. The Office also has a fundraising role and, to date has raised approximately £1/2 million over the last four years for various interesting initiatives, projects and facilities at the School benefitting its children and the wider community.

Twyford School is now looking to recruit a full-time Development Officer to help take this work to the next level and support the new Development Director in achieving the School’s fundraising goals over the next five years.

This exciting new role offers an exceptional opportunity to help shape and develop an expanding and important area of the charity’s work.

A  JOB DETAILS

Job Title: Development Officer

Location: Twyford School

B  JOB PURPOSE

The Development Officer will work in the Development Office and report to the Development Director. The Officer will work to strengthen the relationships with alumni and current and past parents, staff and governors of the School and to support the Development Director in her fundraising role.
This post is essential both internally and externally to ensure the smooth and effective operation of the Development Office. Internally, the Officer will be responsible for the day-to-day operations of the office, providing crucial support in all areas of development. Externally, the Officer will play a leading role in building and strengthening relationships with the School's key constituencies (primarily alumni, past and present parents, staff and governors) through organising and managing events, instigating communications and running lower level fundraising programmes. It is essential that the Officer is a team player able to initiate projects and ideas, as well as take direction.

The Officer's hours of work will be from 9:00 am to 5:00 pm. However, the Officer will be required to work outside the usual workweek during events, special campaigns, etc. as necessary.

C KEY RESPONSIBILITIES

Twyford Society Relations
1. Cultivate relationships with members of the Twyford Society (alumni, current and past parents, staff and governors) to enable the School to benefit from their influence, contacts, expertise, voluntary help and financial support. This includes being first point of contact including face-to-face, telephone, written and electronic communication.
2. Devise, and then organise, manage and supervise in person an annual programme of events to provide social and networking opportunities, relationship building and fundraising leads, in conjunction with the Development Director. Ensure all follow-up after events is timely, efficient and professional. This will include significant evening and weekend work, including travelling around the UK, which could involve overnight accommodation.
3. Develop and manage the Twyford Society’s web and social networking presence (including Facebook and Linked in groups/pages). Support the development of other Twyford Society and fundraising communications (printed and digital).
4. Write copy for, and produce, Twyford Life and other publications.

Administrative Duties
1. Ensure that records/data on the database are maintained accurately and continuously improved.
2. Process donations and ensure donors receive timely, correct and personal acknowledgements of their gifts. Liaise with the accounts department to reclaim Gift Aid.
3. Liaise with the School Office and Bursary staff members regarding data for new parents and pupils.
4. Produce financial and administrative reports as required for the Development Director and Board of Governors, including income and expenditure reports.
5. Handle all other administrative duties of the Development Office as required.

Prospect Research
1. Assist the Development Director to create and implement a prospect research programme to identify, cultivate and solicit individuals for a Major Donor programme.
2. Research, identify and recommend resources and tools needed to advance programme as required.
3. Produce prospect profiles for individual prospects as required.
4. Ensure all information is obtained and recorded ethically and accurately in compliance with the current Data Protection Act.
5. Assist with major gift, legacy and all other fundraising programmes as required.
**Other**
1. Supervise office volunteers or temporary staff as appropriate.
2. Attend support staff and academic staff meetings as and when required.
3. Undergo training as required and in line with departmental objectives.
4. Regularly devise and assess Development Office processes to ensure the smooth running and effectiveness of the department.
5. Carry out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Development Director, Headmaster or Bursar.

**D QUALIFICATIONS, EXPERIENCE AND SKILLS**

**Qualifications**
- Degree advantageous

**Experience**
- Event Management experience would be expected.
- Administrative experience would be expected.
- Experience of maintaining a contacts or fundraising database would be expected.
- Experience of working in a charity or not-for-profits environment would be advantageous.
- Experience of the production of publications would be advantageous.

**Skills**
- Outstanding communication skills, both personal and written.
- Ability to work independently.
- Excellent time management, organisational and administration skills.
- Accuracy and strong attention to detail.
- IT & Social Media literacy – particularly in MS Office and Facebook/LinkedIn.

**Knowledge**
- Knowledge of CRM (Relational) databases would be a distinct advantage.
- Knowledge and understanding of alumni relations and fundraising in schools would be an advantage.

**Personal Attributes**
The ideal candidate will:

- Have a warm and engaging manner and personality, with the ability to communicate with people of all ages and backgrounds.
- Be highly organised.
- Be able to forge effective working relationships with a wide range of staff and other stakeholders.
- Be self-motivated and able to work independently with minimum supervision.
- Have resilience and a sense of humour.
- Be keen to learn new skills.
- Be flexible and adaptable to changing priorities and demands.
- Enjoy working to a high standard in a demanding environment.
- Be sympathetic to the ethos of Twyford and its educational principles.
E   **BENEFITS**

Benefits include 28 days holiday and the opportunity to join a stakeholder staff pension scheme. Lunches are provided.

F   **APPLICATIONS**

Please complete the application form and forward it with a covering letter to the Development Director at Twyford School or Email: jhipwell@twyfordschool.com. Please ensure that you include the names of two referees and details concerning current post and salary.

As the position involves working with children, a criminal records check with the Disclosure and Barring Service will need to be completed.

Applications close: Monday 7 October 2013

Note: We are planning to hold interviews in the week beginning Monday 14 October 2013