



FRANCIS HOLLAND SCHOOLS TRUST



FRANCIS HOLLAND SCHOOL
REGENT'S PARK



FRANCIS HOLLAND SCHOOL
SLOANE SQUARE

JOB DESCRIPTION – DEVELOPMENT EXECUTIVE

THE ROLE

We are seeking a full-time Development Executive who will play an important role in supporting the Senior Development Manager and help build relationships with past and present parents at both Schools. FHS Sloane Square is currently engaged in a £2m capital campaign, “Building for the Future”, and the successful applicant will be involved in the continued implementation of the fundraising for this project and the ongoing stewardship of parent and alumni donors. FHS Regent’s Park is in the early stages of fundraising for a proposed study centre in France so this role will also involve support for the proposed capital campaign as well as maintaining momentum for bursary fundraising at both Schools and additional fundraising activities, to include the FHS Sloane Square Annual Fund and support with the launch of a Corporate Partnership programme at both Schools.

This is a new role and will be ‘hands-on’, involving a variety of skills including fundraising, relationship building, database administration and management, prospect research and event planning. The role is based in a rapidly expanding department which is currently made up of a Senior Development Manager who works closely with the Director of Communications, the Marketing Team and the dedicated Alumni Relations Officer. Joining this team will provide a great opportunity to make an immediate impact, by contributing to the Development function which supports both schools in their fundraising and parent networking, as well as providing an opportunity to get involved in many elements of school life.

BACKGROUND

The Francis Holland Schools Trust governs two leading independent day schools for girls. Both Schools were founded by the Reverend Canon Francis Holland. Francis Holland School, Regent’s Park, was established in 1878 and takes girls from 11-18 (currently 500) and its sister school, Francis Holland School, Sloane Square, was established in 1881 and educates girls from 4-18 (currently 520).

Both schools are popular, highly regarded and pioneering in terms of girls' education. Whilst they are academically selective at key entry points, they both place great emphasis on well-being and pastoral care. Bursaries are available as well as academic, music, art and drama scholarships.

Girls achieve exceptionally good results in examinations at GCSE and A level, and progress to some of the best universities in the UK and abroad, however we offer achievement beyond academic results through a wide range of co-curricular activities and clubs, as well as opportunities for community and charitable activities.

JOB DESCRIPTION

Title: Development Executive

Reports to: Senior Development Manager

Based at: Francis Holland School, Sloane Square, 39 Graham Terrace, London SW1W 8JF and at Francis Holland School, Regent's Park, Ivor Place, London NW1 6XR.

Job Purpose: To support the Senior Development Manager in the day to day running of the Development Office and with the implementation of current fundraising strategy across both schools.

Key Responsibilities:

- Build relationships with current parents and staff across both Schools.
- Promote the benefits of the Development function in each school to current and past parents/alumni at key school events.
- Provide support at donor thanking, fundraising, parent and corporate supporter events. This will include evening commitments during term time.
- Research potential new donors and fundraising streams (from current and past parents, alumni and corporate/local businesses) & manage pipelines.
- Keep Development and fundraising materials updated (both digital and printed), copy write new materials when necessary, adhere to agreed gift acknowledgement policies, thanking and stewardship programmes. Support with administration of all of the above.
- Respond to parent enquiries (face-to-face, phone, email, online).
- Administer all outgoing fundraising communications to parents and alumni.
- Help prepare donor reports and gift agreements.
- Keep abreast of fundraising best practice at all times.
- Manage incoming donations and databases and keep CRM database up to date.
- Manage Gift Aid applications and record individual donor and recognition details.

- Administration of the FHS Sloane Square Annual Fund.
- Work with and support the Development Manager to achieve or exceed agreed income targets.
- Other administrative tasks to be specified that are associated with the varied nature of this role

EDUCATIONAL REQUIREMENTS

A degree in any discipline is desirable and/or to have good associated qualifications with evidence of strong written communication skills

EMPLOYMENT EXPERIENCE

A proven track record of several years of fundraising in either the education or charity sector is essential, including database administration and event organisation.

PERSONAL QUALITIES

To be:

- Mature, enthusiastic, and self-motivated with a thorough approach to tasks
- Articulate and confident at all times, representing Francis Holland in a friendly and professional manner
- Able to build strategic working relationships with all stakeholder groups (external and internal to the school) and key individuals
- Able to work proactively and see projects through to completion with a strong work ethic
- Strong team player with accommodating attitude
- Prepared to work outside normal working hours as required, particularly to attend events

ESSENTIAL SKILLS AND EXPERIENCE

- A passion for and a clear understanding of fundraising, gained from working in either the education or charity sectors
- Outstanding verbal and presentation skills
- Exceptional writing skills with accurate spelling, grammar and punctuation and an appreciation of its importance in a school environment
- Excellent organisational and administrative skills
- High level of attention to detail in both numeric and written work

- Experience of using a CRM database
- Excellent IT skills: experience of using of MS Outlook, Word, Excel and Powerpoint.
- Experience of relationship-building and understanding of customer service

DESIRABLE SKILLS AND EXPERIENCE

- An interest in and understanding of the latest GDPR

LOCATION

This position is based both at Francis Holland School, Sloane Square, 39 Graham Terrace, London SW1W 8JF and Francis Holland School, Regent's Park, Ivor Place, NW1 6XR.

TERMS OF EMPLOYMENT & BENEFITS

- This role is for 52 weeks a year with 30 days holiday to be taken mainly during the school holidays
- Hours of work are 9am – 5pm Monday to Friday, with one hour for lunch although attendance at school events outside of these hours will be required from time to time.
- Free school lunch is available during term time.
- Interest free travel and computer purchase loans are available.
- The Trust offers a Stakeholder Pension Scheme
- An Enhanced Disclosure and Barring Service (DBS) check is required as well as other safeguarding checks including references.

TO APPLY

Please send a completed application form and covering letter to Miss Emily Lismore-Burns, HR & Compliance Manager, Francis Holland Schools Trust, 35 Bourne Street, London SW1W 8JA or via email to jobs@fhst.org.uk by latest Tuesday 4th July. If you decide to complete the Equal Opportunities Monitoring Form please send it separately.

Interviews will be held on Tuesday 18th July.

Any enquiries should be made to jobs@fhst.org.uk

Applicants will be required to bring their passport and proof of address to interview for identification purposes.

The trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and an Enhanced DBS check.