



Director of Development (Alumni Relations and Fundraising)

The College

Founded in 1847 by William Gladstone and others, Glenalmond College is a fully co-educational boarding and day school, set in the stunning Perthshire countryside and enjoying magnificent grounds of over 300 acres in an unrivalled setting at the edge of the Highlands. There are currently around 350 pupils at Glenalmond between the ages of 12 and 18. There are four boys' boarding houses and three girls' houses.

The School has excellent academic and extra-mural facilities. In addition to cricket, rugby and lacrosse pitches, there are tennis courts, squash courts, a grass athletics track and a nine-hole golf course, a swimming pool, a sports hall and an all-weather playing surface. The Robin Thomson Theatre building is the venue for our drama and musical productions. The School has a strong CCF contingent, an outstanding Duke of Edinburgh's Award Scheme, and a Community Service programme which operates locally on a regular basis.

The Position

The mission of the Development Office is to:

- a) underpin the college's business by increasing the significant and reliable stream of income from giving
- b) develop further the best possible relationships with former pupils (OGs) and staff, current and past parents.

This mission will be progressed through a revised and more ambitious Development Strategy

Main responsibilities

These aims will be delivered by the following activities:

Strategy

1. Along with the Warden, Senior Leadership Team and the Directors of Admissions and Marketing, establishing, enhancing and communicating a narrative of the school's ambitions and life, highlighting objectives for fundraising.

2. Devising and communicating a coordinated structure of giving, both unallocated and for specific objectives, covering infrastructure and bursaries. This will include a) short term fundraising b) major campaigns and c) legacies.
3. Providing oversight for the development and implementation of strategies and activities that communicate and build relationships with stakeholders, in order to ensure that key contacts, audiences and communities are actively supporting the school.

Alumni

- Seeking out information about alumni from contacts, archives and social media channels and managing this on a database.
- Enhancing old and establishing new contacts with OGs and supporters of the school
- Enhancing existing and establishing new high profile events in school, across Britain, and abroad, to enhance both 'friendraising' and fundraising.

Communication

- Effectively communicating the overall fundraising strategy and the elements within it.
- Engaging the existing school community in alumni and fundraising activities connected with the school.
- Developing materials and a programme in order to communicate effectively specific alumni and fundraising events, in line with the school's marketing strategy.

Development

- Coordinating with, and providing support for other fundraising initiatives for the College, by members of the wider Glenalmond community.
- Undertaking prospect research by developing networks, identifying who we need to meet and by wealth screening, identifying affinity and productive relationships between potential donors and the College.
- Leading and delivering major fundraising campaigns. This will involve the following professionally delivered elements:
 - a. Description, needs, outcome, impact
 - b. Costing of objectives and process
 - c. Case for support, timeline and milestones
 - d. Communication
 - e. Donor recognition, stewardship and cultivation
 - f. Development and support of a Campaign Board.
- Ensuring the whole College community feels a sense of involvement and ownership in the Campaigns.
- Seeking out other sources of income and opportunities for fundraising.
- Setting up a mentoring system through which school leavers and recent graduates can be supported by OGs.
- Administering the gifts process successfully and clearly, in liaison with the Bursar's office.

In all the above,

- (a) a close working relationship with the Warden as a) line manager b) the public face of the school is crucial

(b) targets will be developed and agreed: accountable targets for activity, aspirational targets for funds raised.

Reporting relationships

- Line manager: the Warden
- Liaison with: Directors of Admissions and Marketing
- Managing: Alumni Relationship Officer.

Qualifications

- Excellent spoken and written English, ability to express ideas clearly in oral and written form
- Ability to write and to edit copy for use in traditional and/or electronic media
- Skills and experience in developing, implementing and evaluating strategies for income generation, identifying leads etc
- Planning skills - strategic, conceptual, analytical and practical
- Familiarity with relevant computer systems and applications including digital media,
- Ability to work successfully with colleagues and lead a team.

Terms

We can offer you a competitive salary, complimentary refreshments during hours of work, a good working environment as part of a close-knit team.

Fee concessions are available for staff children who attend Glenalmond and there are various reciprocal arrangements with local Prep schools.

Applications for the post

Glenalmond is committed to safeguarding and promoting the welfare of children: applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

Detailed information about Glenalmond, together with a copy of this job description and an application form, can be found at

<https://www.glenalmondcollege.co.uk/about-us/job-vacancies/>

Please return completed applications either by post (marked Private & Confidential) to: The HR Manager, Glenalmond College, Perth, PH1 3RY or by email to

barbaraclark@glenalmondcollege.co.uk

Closing date for this post is Friday 12 July 2019 with interviews scheduled in early August although we reserve the right to interview and appoint at any time in the recruitment process.