



Job Title: Senior Development and Engagement Manager
(Maternity Cover)
Department: Development
Responsible to: Director of Development
Last reviewed: February 2024

Job Outline

The Development Department at Haileybury is responsible for securing philanthropic income to support the strategic aims of the School.

The role will support the Director of Development, to develop and deliver a robust and achievable strategy for Haileybury, with focus on raising income from individual donors and trusts and foundations.

The post-holder will be an experienced development professional, bringing this experience to help build the development function at Haileybury. The Senior Development and Engagement Manager will have the autonomy to build their own pipeline in line with the strategy. The role will work closely with our Governors, senior stakeholders and Development Committee to build meaningful relationships.

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, which are also the time most parents visit the School, there may be a requirement for the post-holder to work early mornings, evenings and weekends.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- Oversee and work on tasks up to £20,000 for both revenue projects and capital campaigns.
- Support with Development strategy and other Development Department tasks.
- Maintain and build relationships with trusts, foundations, individual donors, pupils, Governors, and staff at all levels in the academic and operational departments of Haileybury.
- Work closely with the Governors and the Development Committee to identify and action funding approaches.
- Produce consistently outstanding, high quality, imaginative and compelling proposals, which can be taken to trusts.
- Oversee the delivery of Haileybury's legacy work; managing day-to-day account management of legacy pledgers and support with administrative duties.

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- Review and update community records on a regular basis to ensure continued integrity of data.
- Maintain confidentiality and meet Data Protection, GDPR and any other relevant statutory requirements.
- Represent Haileybury at various school events and functions, outside the usual working hours when required.
- Carry out any other duties as requested by the members of the Development Department.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Senior Development and Engagement Manager
Person Specification**

	Essential	Desirable
Qualifications		
Educated to A level or equivalent	✓	
Member of the Institute of Fundraising		✓
Knowledge and Experience		
Previous experience in events and/or data processing	✓	
Good understanding of Gift Aid regulations, procedures, charity finance and GDPR	✓	
Experience of using Customer Relationship Management (CRM) databases	✓	
Experience of using Raiser's Edge		✓
Understanding of the specifics of fundraising data management		✓
Experience of working in the Independent School sector		✓
Experience of working with Donors/ Trusts/Foundations		✓
Experience of working in fundraising and donor stewardship		✓
Experience of data analysis and reporting		✓
Proficient in the use of IT suites (email, calendar, documents, spreadsheets, databases), such as Google or Microsoft	✓	
Skills & Personal Attributes		
Ability to communicate clearly and confidently with a wide range of audiences both verbally and in writing	✓	
Excellent attention to detail with the ability to maintain accuracy while working under pressure and to multiple/conflicting deadlines	✓	
Highly organised with the ability to use initiative to prioritise tasks and multi-task	✓	
Ability to work independently as well as part of a team	✓	
Self-motivated and proactive	✓	