

# Job Description

## Development Officer

### Introduction

The King's School, Chester is one of the most successful, diverse and forward-thinking independent schools in the North West. We have a unique heritage and culture of learning excellence dating back to Henry VIII, which continues to 'colour the lives' of our students through university and beyond.

We now require a **Development Officer** to join our team. An organised, enthusiastic and flexible person whose skills will support our small but dynamic Development team.

The Development Office manages relations with the ongoing community of King's current and former pupils, parents, staff, Governors and friends, providing social opportunities, cultivating relationships and fundraising.

### Main purpose of the role

The Development Officer will work with the Head of Development in establishing a successful Development Office, managing all aspects of alumni relations, database administration, event co-ordination and support fundraising efforts. The nature of the post requires a flexible attitude to work.

### Personal Qualifications and Qualities

- Excellent administrative ability and be capable of managing multiple priorities
- Excellent inter-personal and telephone communication skills
- Demonstrable experience of event planning
- Proven experience of managing a database
- An ability to work well in a small team
- Developed writing skills
- A high degree of enthusiasm for the role
- Flexible with a pro-active approach to new ideas and opportunities

### Complementary skills

- Experience of the Raiser's Edge database system
- Preparing web content
- A working knowledge of WordPress and Photoshop is desirable
- An empathy with independent education

### Responsibilities

#### Research

- Co-ordinate efforts to encourage all school leavers to become active members of the School's alumni community

- Co-ordinate efforts to improve and measure levels of alumni engagement
- Co-ordinate efforts to seek out and re-engage with lost alumni
- Improve the quality and levels of data held on all alumni with full consideration of the school's policies and current laws
- Support the Head of Development in identifying, researching and creating detailed profiles and briefings on major donor prospects, charitable foundations and other organisations
- Ensure accurate and timely recording of the identification, cultivation and solicitation of major donor prospects onto the Raiser's Edge database

#### Communications

- Design and organise initiatives to support the Development Office's goal to increase the number of contacts held for members of the King's community
- Regularly research and write news items relating to Alumni
- Assist with mailings to donors and other members of the King's community
- Co-ordinate alumni e-communications
- Co-ordinate efforts to engage with alumni via all social media channels

#### Events

- Create and initiate ideas for Alumni events
- Co-ordinate the organisation, planning and execution of internal and external Alumni and other fundraising events

#### Fundraising Support

- Support the Head of Development with the cultivation and stewardship of relationships. This includes being a first point of contact including face-to-face, telephone, written and electronic communication.

#### Administration

- Handle all other administrative duties of the Development Office as required
- May be occasionally required to travel to support events
- On occasions, will be required to work evenings and weekends to support events

This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the Development Manager.

The role is deemed to be in regulated activity as there is an opportunity for contact with children on a day to day basis, but the contact would be minimal.

*IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.*

*Our Child Protection and Safeguarding policy can be found here*