



# Caithness Consulting

Executive Search by Professionals,  
for Professionals

**Our Experience Makes the Difference**

Engaged by our client



**George  
Heriot's  
School**

Founded 1628

To recruit a  
Fundraising Manager

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**Candidate Information Brief**

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# About our Client

## George Heriot's School

George Heriot's School was founded in 1628 thanks to a charitable vision that continues today.

Heriot's is Scotland's leading independent school (as voted by The Sunday Times 2020 and the Independent School Parent magazine 2021).

We welcome children of all backgrounds who will flourish in our happy, caring and stimulating environment.

Pupils aged 4 to 18 learn side by side, as part of one big Heriot's family.

Every child belongs to a house, while sports teams, musical events and drama performances bring together different year groups. Younger pupils are surrounded by role models; older pupils are inspired to lead by example. An ethos of support underpins the relationship of all pupils and runs across year groups and throughout the staff body.

Charitable pursuit is an inherent part of Heriot's 'I Distribute Chearfullie' adorns the pocket of every blue blazer; compassion fills the hearts of our young people.

Heriot's exists only because of the charitable foundations at its core, which today remains central to our school ethos of distributing kindness and support.

Support for charities and Voluntary Service offer opportunities to give back and to engage with a wide spectrum of community groups and issues. We are proud that every day our young people follow the example of our founder. They leave Heriot's as thoughtful, socially aware and outward-looking citizens.

In both the Junior and Senior Schools, pupils are creative and enthusiastic in their fundraising efforts. Much thought is given to which charities pupils will support each year, and charitable events and sponsored activities quickly fill up the calendar.

The school is a UNICEF gold standard Rights Respecting School, reflecting the contemporary outlook shared by staff and pupils today.







# The Foundation

George Heriot's School

When George Heriot left a bequest to found a school for orphaned boys in 1624, he set in place a Foundation to fund the education of children who had lost a parent.

Since the mid 17th century, over 5,500 pupils who fit the qualifying financial and geographical criteria have received a fully-funded education at Heriot's.

In 2015, the School launched its Foundation400 campaign, to secure the future of the Heriot's Foundation in perpetuity. The target is to raise £15 million in line with the 400th year anniversary of the School's opening.

Through the Foundation, we are able to cover the full cost of attending Heriot's for Edinburgh children who have been bereaved of a parent and have passed our academic assessment.

Foundation places are available from P6 entry upwards, and are means-tested to ensure that we support families in substantial financial need.

Heriot's spent £1.5 million last year in funding Foundation and Bursary places, money which is derived from fee income and donations/legacies. Fee income is also needed to realise the development plans that reinforce Heriot's reputation as one of Scotland's finest schools.

Endowing the Foundation with £15 million will ensure that all fee income can be invested in the school in future.

# Herioter Hub

The global network of former pupils is an important component of life at Lauriston Place and in taking the Heriot's name and ethos out into the wider world. The Development Office is dedicated to keeping former pupils and friends of Heriot's involved in the life of the school and in contact with one other.

In Spring 2022, The Development Office launched Herioter Hub, a new members-only space for Herioters. It was built for former pupils to build connections within the Herioter community, join Clubs and reconnect with former classmates.



# The Role

## Fundraising Manager

We are seeking a pro-active and highly motivated fundraising or sales professional with excellent networking and influencing skills to join the School.

## The Opportunity:

Responsible to the Director of External Relations, the role of the Fundraising Manager focusses on building enduring donor relationships to secure income for the school's historic Foundation. The Fundraising Manager also maintains oversight of day-to-day operations of the Development team, helping to instill good fundraising process and the successful delivery of key actions.

## 2024 Giving Week:

2024 will mark the 400th anniversary of George Heriot's death. To mark this occasion, the development team is developing a Giving Week and you will have the opportunity to help shape the campaign.

George Heriot had a remarkable life. He was the court goldsmith Anne of Denmark, the wife of King James VI of Scotland, as well as to the king himself; he became very wealthy from this position, and wealthier still because of lending this money back to the king and the rest of his court.

He moved to London along with the court in 1603, at the time of the Union of the Crown, and remained in London until he died in 1624.

However, his legacy came about upon his death. He had married twice but had no recognised children surviving at the time of his death, and he left the bulk of his estate to found a hospital to care for "faitherless bairns" (orphaned children) in his home city. Today that 'hospital' is George Heriot's School.







# Your skills & attributes for success

Fundraising Manager – You Will Have:

- Significant and proven experience of sales or fund-raising with a keen natural ability to build and develop customer/donor relationships.
- Experience of leading fundraising initiatives as well as bid-writing and/ or creating and delivering sales pitches that were successful to the value of over £100k per annum.
- Ability to think both strategically and tactically about the relations between potential donors and fundraising goals.
- Confident use of the Internet as well as standard office IT packages e.g. Word, Outlook, Excel, PowerPoint, Access (or other databases), Sharepoint/OneDrive.
- Confident communication skills, both face to face and on the telephone, with the ability to adapt to a wide range of audiences.
- Strong people skills excelling in building excellent interpersonal relationships and adapting a structured approach to relationship building and management.
- A talent for building and nurturing great working relationships.
- Warmth and kindness, aligned with an excellent sense of humour.
- An engaging and inspiring personality.
- Sound proven organisational and office skills.
- An outgoing and positive personality with a pro-active, 'can-do' attitude.
- Previous experience of managing or leading a small team.
- The ability to work under pressure to ensure deadlines and targets are met.





# Remuneration Package & Benefits

## Flexible working:

Full time from office or a combination of home working and office working to be agreed with line manager.

## Compensation:

£38k - £45k depending on experience.

## Terms:

Full time (37 hours per week) or part-time by agreement with the Director of External Relations.

(occasional evening and Saturday work will be required where necessary).

## Holidays:

37 days (including bank holidays) or pro-rata for part-time post.

There are also two additional, non contractual days of holiday for the School Founder's Day holiday and ends of term.

This is supplemented by an attractive benefits package including:

- Attractive pension provision (employer pays eleven percent and employees pays five percent.)
- Enhanced sick pay provision.
- More informal working environment when the School is closed.



## Eilish McDowell

Will be the Consultant who will lead on this role

### Contact details

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# How to Apply

Caithness Consulting has been appointed by George Heriot's School to conduct this search on their behalf.

We pride ourselves on our candidate centred approach and welcome initial confidential discussions with potential candidates before deciding to apply. Should you wish to do so, please contact Eilish to arrange a convenient time. Alternatively, please submit a copy of your CV to Eilish along with a one page covering letter outlining why you believe you are a good fit for this role.

Miranda Henderson, Director of External Affairs, would be pleased to have a conversation with you prior to applying.

Closing Date: Friday 17th March 2023

Interview Date: T.B.C. (We reserve the right to interview candidates at any point during the recruitment period).

A full job and person specification, plus other documents of interest are available to download from the vacancy page on our website. [www.caithnessconsulting.co.uk](http://www.caithnessconsulting.co.uk)





Our professional integrity underpins and informs everything that we do individually and as a company.

As the world of recruitment becomes ever more reliant on technology and while we embrace these benefits, we never forget that we are in a “People Business” and People matter.



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