



# Caithness Consulting

Executive Search by Professionals,  
for Professionals

**Our Experience Makes the Difference**

Engaged by our client



## Lancing College

To recruit a  
Fundraising Development Manager

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**Candidate Information Brief**

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# About our Client

## Lancing College

The College stands in an impressive downland estate of some 550 acres, which includes playing fields, residential properties, and an educational farm. The distinguished Victorian buildings, including the spectacular chapel that was begun in 1868, are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. Recently a co-educational house, a dance studio, gym and learning support suite have been formed by conversion. There is also major investment in funds for scholarships and bursaries, including the Foundationers' Campaign which funds a number of transformational bursaries annually.

Lancing first admitted Sixth Form girls in the 1970s and moved to full co-education in 2000. The College's modern history is one of evolution from an almost wholly boarding community to a mixed boarding and day school with an intake of local, national, and international pupils: a proudly cosmopolitan community. In 2002 the governors acquired what has now become Lancing College Preparatory College at Hove which is about five miles away from the College itself. As a result of a further acquisition Broadwater Manor School became Lancing College Preparatory School at Worthing in January 2014.

Lancing has a strong history of achievement academically, in the arts, and in a wide variety of sport. There is a modern swimming pool, squash and fives courts, a range of tennis courts and two all-weather surfaces in addition to a newly developed sports and fitness centre and a new Equestrian Centre. Music, drama, and art are very strong. The specialist music school is next to the Chapel, which possesses a modern Frobenius organ as well the original Walker instrument. The theatre has recently been re-furbished, and a dance studio added to the College's facilities. The Art School brings art, photography, sculpture, and ceramics under one roof. Extensive work has taken place to re-model the Science Department. The College has a remarkable reputation in the arts. OLs include Sir Tim Rice, Christopher Hampton, and Sir David Hare who continue a tradition which reaches back to Evelyn Waugh, and other distinguished figures such as Archbishop Trevor Huddleston, Sir Peter Pears, Sir Roy Calne, Prof. Rana Mitter and more recently Zoe Conway, Oliver Soden, and Racheal Ofori. The seam of independent thought and a willingness to challenge orthodoxy runs deep.

The College recruits a 13+ (Year 9) entry of approximately 100 and an additional Sixth Form (Year 12) entry of about 50-60 students in any given year. There are ten Houses (seven boarding houses, four boys' and three girls, and three-day houses, one each for boys and girls and one mixed). Lancing operates a six-day academic week with teaching on Saturday mornings and sports fixtures on Saturday afternoons, and day pupils are expected to engage fully with the life of the boarding community. The College was graded 'excellent' in all categories and sub-categories in the recent, 2017 integrated ISI inspection document which can be found here: <https://www.lancingcollege.co.uk/lancing-college/about/inspections>.

Academic standards are consistently high: A\* - B grades at A Level average over 80% for the last ten years and the A\* average since 2010 is over 20%.

The College has excellent IT provision. Since September 2013, all pupils have been equipped with a College iPad in addition to an impressively stocked VLE and supportive software.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Headmaster, Mr Dominic Oliver, has been in post since September 2014.





# Woodward Schools

The Woodward Schools group now consists of some 16 independent schools and is affiliated with a further 27 state, independent, academy and overseas schools. The schools are responsible to the Woodward Corporation for good management but are separately incorporated as charitable companies.

As the Senior School of the Woodward Corporation, Lancing is closely identified with the worship and practice of the Anglican Church and its Catholic tradition. The Eucharist has always been the centre of worship in the Chapel. The College is involved in the work of the Corporation and the Woodward Southern Area Provost is an ex-officio member of the Governing Body. Candidates should be happy to work within this context and to support the Christian life and education of the College.

# College Culture

Lancing College is a friendly, ethical, vibrant, and outward-looking place to work. We act with integrity and treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of ethnicity, religion, sexuality, gender, age, or disability. We particularly encourage applications from under-represented groups.

The College requires of all its employees a high standard of behaviour and integrity when undertaking duties and when in contact with pupils, parents, fellow employees, and visitors alike.

# Background to the Role

The vacancy arises following a departmental restructure brought about by changes in the work required by the department and the resignation of a member of a part time member of the team. The position is now available and is a full-time position in a team of four.

This is an exciting opportunity to work in an academic institution of a well-established, friendly, collaborative, and successful Foundation Office. The appointment will be made by the Executive Director of External Relations and Communications and the Foundation Director.



# The Role

## Fundraising Development Manager

The Fundraising Development Manager plays an important role in managing the fundraising initiatives of the Foundation Office and the role reports to the Foundation Director. The Fundraising Manager is vital for assisting with the delivery of the Lancing Foundation fundraising strategy. Working closely with the Foundation Director, the focus of the role is to assist in the day-to-day delivery of the annual fundraising and stewardship programme.

This would ideally suit someone with several years of relevant experience in capital campaigns projects and we are looking for applications from individuals preferably with a proven track record in fundraising from either inside or outside of educational charities. You will also stand in for the Foundation Director when she is not available, indicating the seniority of the role.

This is a wide-ranging post, and the following list does not indicate any order of priority and is not an exhaustive list:

- Management of the Lancing Foundation Fund through site administration of Raiser's Edge NXT
- Work closely with the Foundation Director to strategize the process for Phase 2 of the Foundationers Campaign and the 1848 Legacy Society, including determining targets and goals
- Provide in-depth reports and analysis to feed into team's fundraising strategy
- Responsible for launching and implementing administrative and donor-related activities for the College's Foundation Fund, the 1848 Legacy Society, the Friends of Lancing Chapel, and the Lancing Parent Association
- Keep up to date with UK estate planning issues and tax-related information
- Provide all required information for Gift Aid purposes
- Oversee donor correspondence
- Liaise with Finance Manager on all financial matters relating to the Fund including monthly reconciliation of the Foundation bank account
- Prepare lists, graphs, and figures for brochures, budgets, and reports as needed
- Keep up to date with the latest ideas, trends, and methods of research in Development
- Prepare data for external agencies for screening purposes
- Assist with the identification and research of potential donors and follow up outstanding pledges
- Provide support to all Foundation events when required
- General Tasks:
  - Assist with general database management of OLs and parents
  - Attend OL and Foundation Office events when required
  - Other duties as assigned





# Skill-Set & Experience

- A clear understanding of fundraising principles together with some knowledge of, and empathy with, the independent school sector
- Understanding of Gift Aid
- Knowledge of Raiser's Edge database and capital campaigns preferred
- Good understanding of finance, financial planning, and budgets
- Strong organisational, administration, telephone and interpersonal communication skills required alongside thorough attention to detail
- Professional demeanour, flexible and able to multi-task
- Ability to manage a diverse workload
- A meticulous researcher with the ability to proof-read material thoroughly
- A good team player with the ability to work in a small team environment but also independently
- Be flexible regarding work schedule
- Outgoing and positive in personality with a 'can-do' mind-set and the enthusiasm and gravitas to be an outstanding ambassador for the College
- Kindly, approachable, and measured in manner with the ability to form strong working relationships with alumni, pupils, colleagues, and parents
- Fully computer literate and experienced in the use of Microsoft Office and a database. Training will be given on the College's fundraising software (Raiser's Edge)





# Remuneration Package & Benefits

## Compensation:

C.£40k, Full time: 52-week, 40-hour full-time post, depending on skills and experience.

## Benefits:

- Working hours will be 40 hours per week, 8.30am to 5.30pm, with one-hour unpaid lunch break, but some flexibility is required. Where evening work is required in support of events, time off in lieu will be given
- A total of five weeks paid holiday in each school year, excluding Bank and Public Holidays, except for those Bank or Public Holidays which fall in term time, in which case these holidays will be treated as normal working days, and time off in lieu may be taken later
- The College participates in a contributory pension scheme. The College will contribute a sum equal to 5% of the employee's salary provided that the employee contributes 5% or more
- Free use of gym and swimming pool at dedicated times
- Free on-site parking
- Free lunch during term times
- The employment will be subject to a six-month probationary period. One month's notice is required on each side to terminate this contract during the probationary period, after which three months' notice is required
- Opportunity to work from home one day a week.

Eilish McDowell will be the Consultant who will lead on this role



## Contact details - Eilish:

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# How to Apply

Caithness Consulting has been appointed by Lancing College 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. We will review your details and respond as soon as we can.

In addition to the formal interview, you will be invited to a tour of the School to enhance your understanding of the culture and values of the School, as well as its physical footprint.

Closing Date: 19th September

However, we reserve the right to interview suitable skilled and experienced candidates on an on-going basis. Therefore, we would encourage you to find out more about this opportunity as soon as possible.

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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