



Brentwood School

Development Manager

Department:	Communications, Admissions & Development
Hours:	8:30am to 5pm (with an hour for lunch) Monday to Friday (incl. school holidays) with some flexibility to support key events in the evening or weekends
Reports to:	The Director of Communications, Admissions & Development
Line-Manages:	Development Officer
Contacts:	Headmaster, Bursar, Finance Director, Director of Communications, Admissions & Development, School Archivist, Communications Team, Admissions Team, Bursary Team, Society of Old Brentwoods
Job Purpose:	<p>An exciting opportunity has arisen to join the Development Team at Brentwood School in the early stages of its ambitious 10-year vision for the Brentwood School Foundation to fully fund 10 pupil places by 2030.</p> <p>2022 marks the 400th year of the signing of the School's statutes, which established our values - Virtue, Learning & Manners. The Foundation already supports two Sixth Form pupils on full bursaries, and early work has begun to create an umbrella association (the Brentwood School Association) to incorporate a wide community of people associated with the School in a variety of ways, whether they be current or former pupils, parents, staff, or members of the local community.</p> <p>The appointee will research, establish, and head up this new venture in addition to leading the development and fundraising aspects of the role.</p> <p>The Development Manager will manage the strategy to build relationships with the Old Brentwood community of former pupils, parents, and teachers, to generate goodwill towards the School, and to actively promote fundraising through the Brentwood School Foundation. They will identify and build relationships with potential donors to the Foundation with a view to establishing regular giving and legacy fundraising for Bursaries for future pupils.</p>

	<p>The Development Manager will line-manage a Development Officer and liaise closely with The Brentwood School Foundation Board and the Society of Old Brentwoods.</p> <p>Brentwood School has an alumni database of over 5,000 Old Brentwoods in over 70 countries worldwide, with whom it communicates on a regular basis through email, social media, events, and publications.</p>
Key Responsibility/Accountability	<ul style="list-style-type: none"> • To manage the School's contact with Old Brentwoods. • To organise and manage community events, bringing together volunteers. • To consult with the various groups associated with the school with the end goal of establishing a new umbrella group • To bring together members of the School community around the world proactively, through a programme of events, networking opportunities, advice, and fundraising. • To carefully manage the Development annual budget. • To promote the work of the Foundation by raising its profile internally and externally. • To oversee the work done by the Development Officer in support of the Head of Careers to strengthen the careers network for former and current pupils. • To oversee the website and social media content for Old Brentwoods and the Foundation to drive engagement and retention. • To establish and lead a Foundation Scholars' 'club,' collecting case studies, videos, and testimonials from existing Foundation Scholars to promote the Foundation's work and encourage more to apply. • To assist the Headmaster in maintaining and establishing partnerships with local schools and organisations to drive the recruitment of future Foundation Scholars. • To develop and update the strategy to research and identify potential donors to the Foundation. • To cultivate prospects with a view to encouraging major gifts • To arrange meetings with donors and potential donors. • To maintain regular stewardship of donors. • To establish regular giving and legacy programmes. • To encourage a culture of volunteering to help with Alumni events, advice, and work experience. • To manage the design of regular publications updating Old Brentwoods on the progress of the Foundation. • To produce an annual impact report to update the community on the success of the Foundation. • To maintain awareness of external fundraising developments and initiatives as well as matters of compliance and data protection. • To attend Development and Fundraising conferences to keep up to date with the sector and learn and share best practice. • To liaise closely with the Bursary to keep track of donations. • To regularly report progress to the Director of Communications, Admissions & Development, and the Headmaster.
Person Specification	Essential:

	<ul style="list-style-type: none"> • Proven experience of working within a similar development or fundraising environment. • Excellent communication and writing skills with the ability to adapt tone and content to suit a variety of audiences and media, and to develop stories and interesting angles on news. • Self-motivated with a positive outlook and attitude, proven initiative, and the ability to work flexibly, independently and as part of a team. • The ability to demonstrate building and managing effective relationships. • Strong organisational, persuasive and time management skills with the stamina and motivation to manage a busy workload. <p>Desirable:</p> <ul style="list-style-type: none"> • Proven success of fundraising and examples of successful campaigns. • Experience of significant major gift fundraising from Individuals. • Experience of planning and implementing development Strategies. • Membership of Independent Development Professionals in Education / Chartered Institute of Fundraising. • Good working knowledge of MS Office applications and social media channels. Ideally some experience of alumni database software (e.g., Raiser's Edge/Toucan Tech).
	<p><i>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Child Protection Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Child Protection Officer.</i></p>