



Caithness
Consulting

Executive Search by Professionals, for Professionals
Our Experience Makes the Difference



GEORGE
WATSON'S
— COLLEGE —

Engaged by our client to recruit a

Development Officer
(Fundraising and Research)

Candidate Information Brief



About our Client

George Watson's College

Our Mission

George Watson's College exists to provide a world-class education for children and young people from Preschool to S6. We encourage our pupils to develop a love of real learning through an inspiring curriculum and extensive and inclusive Enrichment programmes.

George Watson's College is an extraordinary school community full of outstanding young people and members of staff. We have excellent buildings and fantastic facilities but it is the people who make our school what it is and who enable us to be as successful as we are.

Our Values

Aim High: We are ambitious for ourselves and others, always seeking to be the best we can be as individuals and as a school.

Join In: We are inclusive in what we do and how we do it, we want our pupils to feel confident in taking part and contributing in all aspects of school life and we play an active part in the life of our wider community.

Respect All: Everyone is different and we celebrate that difference in everyone, respecting them and the unique contribution that they will make to our world.

Be Kind: Our Motto is Ex Corde Caritas "Love from the Heart" and we aspire to live up to that motto every day.

Our Vision

We challenge and support our pupils to discover their own potential. We nurture the knowledge, skills and confidence they will need to become engaged and successful citizens and make their own unique contribution to the world. We are proud of our heritage and passionate about our plans for the future, including our commitment to making George Watson's College a truly environmentally sustainable school.

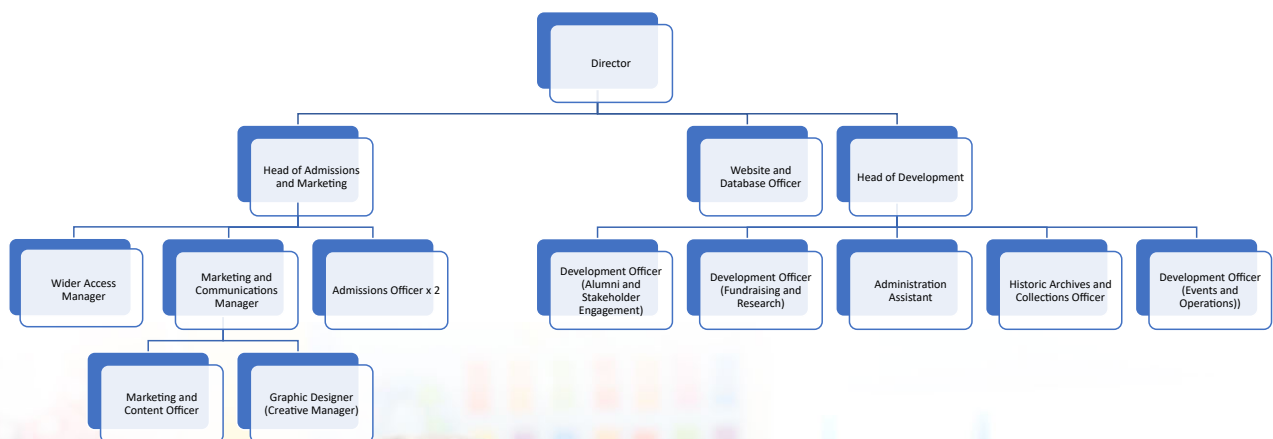
George Watson's College exists to help prepare children and young people for their future lives and to enable them to make a positive impact on the world.

The school therefore has a duty to do everything possible to promote the sustainability of the planet and to ensure that pupils are well prepared to take leadership in the management of the environment in the future.

Development & Alumni Office

The Development & Alumni Office plays a vital role in stakeholder engagement and fundraising, through the delivery of the School's No Limits Fundraising Campaign. This role provides an opportunity to be part of a small, but busy and high performing team that raises over £1 million per year for bursaries, pupil support and capital projects; as well as delivering over 30 events a year as part of our wider alumni and stakeholder engagement activities. The Watsonian Family is one of the largest, most diverse and widely spread independent school communities. A key benefit of being part of our team is having the opportunity to participate and support every aspect of the department, from giving days to reunion lunches, drinking coffee and eating cake on the last Tuesday of every month, to bagging a munro with pupils.

Admissions, Marketing and Development



Dear prospective applicant

I'm delighted that you are interested in finding out more about our recently advertised Development Officer role.

We are a small, but very busy team, so it's often all hands-on deck with opportunities for every member of the team to get a real depth and breadth of experience across, fundraising, stakeholder engagement and events.

If you have experience of managing or delivering mass fundraising campaigns, with a primary focus on increasing regular giving; have an understanding of how Watson's could work in partnership with business, including through sponsorship opportunities; and, critically, you have excellent data skills and a clear understanding of the donor cultivation and stewardship journey, then I hope that you might be interested in finding out more about how you could become the newest member of our team.

Please don't hesitate to get in touch if you would like to have an informal chat.

With best wishes

Andrew Grant
Head of Development



The Role

Development Officer (Fundraising and Research)

We are currently seeking a skilled and motivated individual to join our Development Team.

This key role will focus on supporting the delivery of the No Limits Fundraising Campaign by developing and managing an annual programme of direct mail, telephone and digital fundraising. The role holder will primarily focus on increasing regular giving in support of the School's bursary programmes.

This role has two key focusses to support the delivery of the No Limits Fundraising Campaign, research to help build the pipeline of major gift prospects, as well as managing the delivery of an annual programme of mailed, digital and in-person fundraising activities to increase regular giving to support the School's bursary and pupil support projects.

The Opportunity

If you are someone who thrives in value focused organisations this could be a perfect position for you.

Yes, you will have your own responsibilities, but you will be working in a genuinely collegiate team.

You will work closely with colleagues from across the School to ensure that all fundraising projects are fully developed and are ready for the fundraising market.

Due to the emphasis on developing external support for the School, you may be required to work out with normal office hours and undertake some travel on behalf of the School, both in Scotland and the UK.





Your skills & attributes for success

Development Officer - You Will Have:

- Proven experience of working in a fund-raising or membership team with a keen natural ability to build and develop donor relationships, at all levels.
- Solid experience in using Raiser's Edge or other CRM database.
- 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.
- An engaging and inspiring personality.
- Sound proven organisational and office skills.
- An outgoing and positive personality with a pro-active, 'can-do' attitude.
- The ability to work under pressure to ensure deadlines and targets are met.

Remuneration Package & Benefits

Compensation:
£35,651 - £40,619 depending on experience.

Terms:
Full time (36.25 hours per week), permanent,
(occasional evening and Saturday work will be required where necessary).

Benefits include:

- Automatic enrolment in the contributory support staff defined contribution scheme.
- Reduced school fees at George Watson's College for children of staff.
- Flexible working: Some home working can be agreed with your line manager.
- Cycle to work scheme
- Lifestyle savings - including retail discounts
- Health and wellbeing employee assistance
- Home and electronics salary sacrifice
- Discounted gym memberships
- Octopus electric vehicles salary sacrifice



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 Watson's 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 or two 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.

Closing Date: Monday 24th June 2024

Interview Date: Week beginning 1st July 2024

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





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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www.caithnessconsulting.co.uk