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Our Experience Makes the Difference



BRITISH
SCHOOL
at
ATHENS

Engaged by our client to recruit a
Head of Development

Candidate Information Brief



About our Client

The British School at Athens

Welcome to the BSA

The British School at Athens (BSA) is a dynamic hub for academic research into all aspects of Greece and the Hellenic world. We provide a 'home from home' in Athens for postgraduate students and post-doctoral researchers from the UK and all over the world. Our work encompasses the study of arts, humanities and social science disciplines relating to Greece, covering all periods from the palaeolithic to the present.

Set in a green oasis with historic buildings in the heart of Athens, our facilities include one of the largest libraries in the world for Hellenic Studies and an archive with holdings dating back two centuries. Our renowned Fitch Laboratory is the world's first archaeological science laboratory to be established outside a university setting. The Hostel provides residential facilities for our members and we provide a service to UK-based scholars applying for permits from the Greek government for archaeological fieldwork, as required by Greek law. In Crete we run a research centre at the world-famous archaeological site of Knossos, where excavations and research have been conducted since 1900.

Since its foundation in 1886, the BSA has carried out archaeological fieldwork at some of Greece's most important sites, including Knossos, Mycenae, Sparta, and Phylakopi and Keros in the Cyclades. The BSA has been home to pioneering research into the ethnography, linguistics, literature, history, politics and sociology of Greece in modern times, as well as the art and architecture of the medieval empire of Byzantium. Key themes pursued by the Fitch Laboratory are human mobility and environmental change, alongside scientific analysis of archaeological materials.

The BSA is proud to be a vital part of the research infrastructure of Greece and a key link between UK and Greek academic endeavour. We work closely with the Ministry of Culture, Greek universities, the National Hellenic Research Foundation, museums across Greece, and many others. In partnership with the British Embassy and the British Council in Athens, we are committed to promoting cultural and educational exchanges and mutual understanding between the UK and Greece.

Our programme for teaching, outreach and knowledge exchange includes courses for undergraduate students (our Summer School has run annually for over 50 years), for postgraduates and for schoolteachers. We regularly offer funded fellowships, studentships, a variety of awards for research in specific fields in Greece, bursaries for study in the UK, and an annual bursary to a resident artist in Athens. Our Library and Archives are used daily by several hundred regular users. Working with leading academic presses in the UK, we also publish our own academic journal as well as regular reports on archaeological fieldwork in Greece and a twice-yearly Newsletter.

We offer a rich and varied programme of talks and conferences, open to the public, in-person and online, in Athens, London and at Knossos in Crete. There is a lot going on at the BSA - we welcome your interest!

Visit www.bsa.ac.uk to learn more.

Dear Colleague

I am delighted that you are interested in the British School at Athens. We are the UK's research hub in Greece and we use our nearly 140 years of experience to drive forward new research agendas and public engagement initiatives.

We have an extensive programme of events in Athens, Knossos (Crete) and London; in Greece, we work closely with the British Embassy and British Council. We have a strong social media presence and a wide circle of subscribers. We are about to embark on a new, sustained series of Development initiatives and we are looking for someone who will play a lead role in this.

As you can see from the accompanying literature, we have several opportunities for philanthropic giving at a range of levels and when the Fitch Laboratory celebrates its 50th Anniversary in November this year, we will launch the campaign for support for the New Fitch Laboratory Building Project. In addition, we rely on philanthropic donations in order to fulfil a significant part of our core mission; this means that we are looking to generate sustainable income streams for the future.

Working alongside stakeholders and interested parties in the UK, US and Greece, the Head of Development will have the opportunity to work in an exciting and diverse environment with plenty of opportunities to grow the role.

If you would like to know more about the British School at Athens please do not hesitate to get in touch.
Best wishes

Rebecca Sweetman
Director



The Role

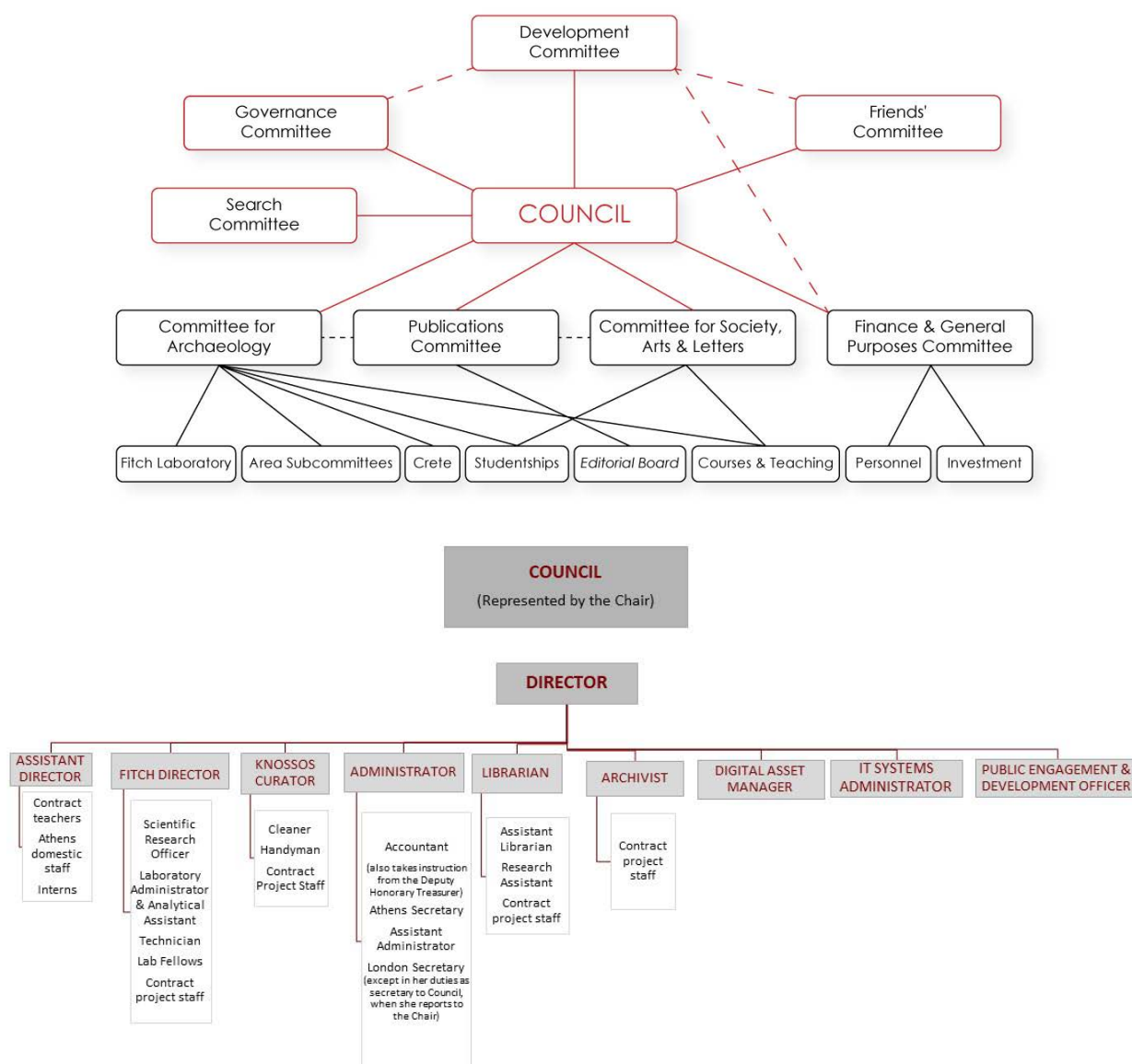
The Head of Development, British School at Athens (BSA)

We are seeking a dynamic and highly motivated fundraising professional who has wide ranging experience in fundraising for educational and/or cultural institutions. You will have strong networking and influencing skills and you will be responsible for the generation of fundraising income in order to sustain key School initiatives.

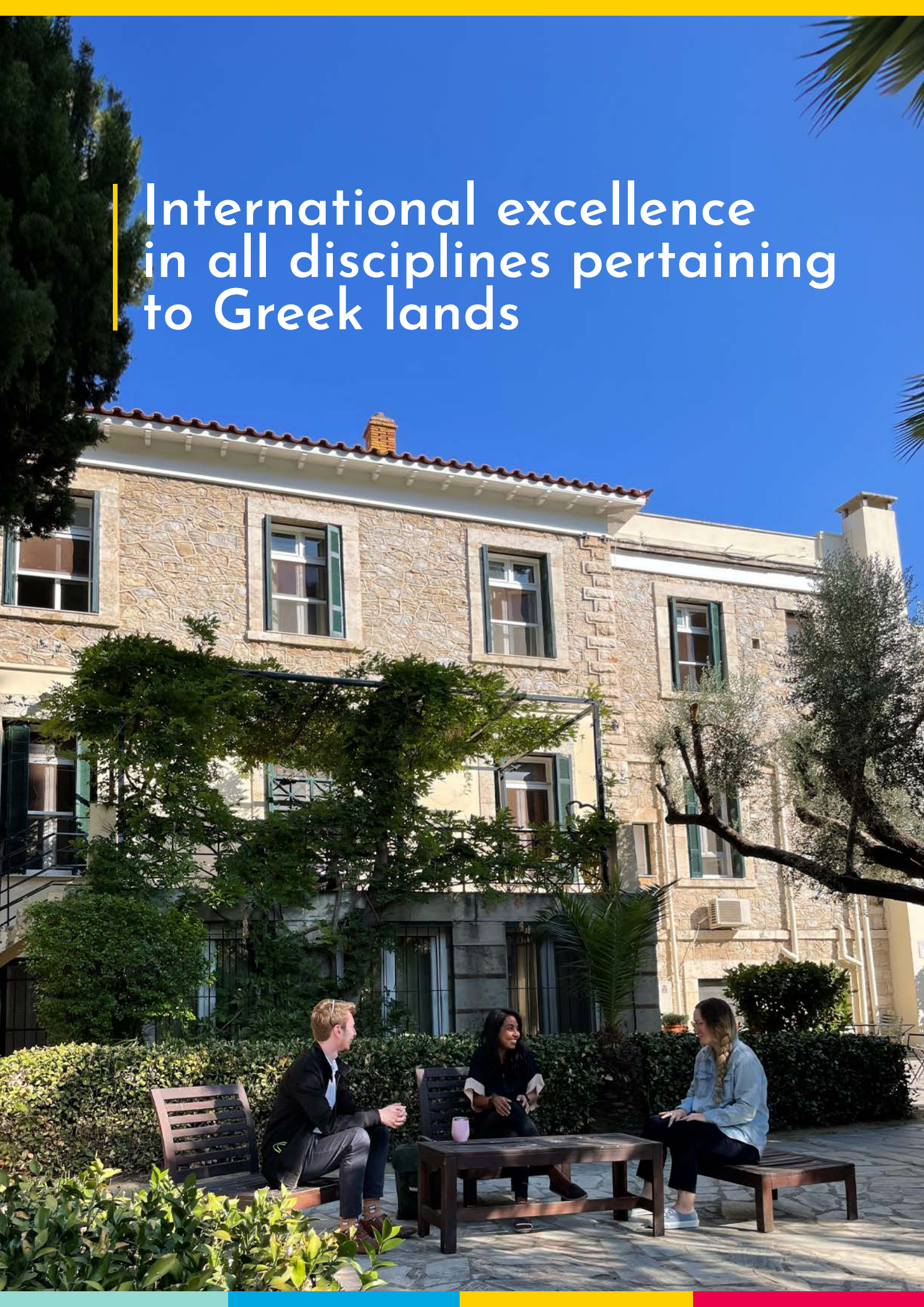
You will develop and manage the major gifts regular giving programmes - including identifying, developing and managing a portfolio of prospects, including individuals, trusts and foundations and other statutory funding bodies with the aim of raising philanthropic income including legacy pledges.

The BSA has recently reviewed the role of Development in the institution, and we are set to embark on a new fundraising campaign with the New Fitch Laboratory Building Project at its heart. The Development Executive will play a fundamental role in leading the BSA's new campaign which includes a range of philanthropic opportunities including the endowment of the role of the archivist, environmental overhaul of the BSA buildings, studentship funding and funding for digital humanities, as well as generating additional income streams to sustain core activities.

You will work closely with colleagues from across the BSA including the leadership and the Council to ensure that all fundraising projects are fully developed and meet all relevant standards of due diligence. A key part of the role will be to support the Director and Chair of Council in approaches to donors and to secure the terms of pledges and donation agreements. You will report directly to the Director and agrees specific objectives with her.



International excellence
in all disciplines pertaining
to Greek lands



Characteristics and Skills

The new Head of Development will have the following characteristics:

- An experienced, self-starting fundraiser, used to using their own initiative and entrepreneurial spirit, well qualified in engaging with donors (at all levels) with a track record of successful outcomes.
- Experienced in stewardship and donor management.
- Experienced in the strategy, tactics and practical implementation of fundraising.
- Able to demonstrate a keen interest in the work and the values of the BSA.
- Willing to become an active, enthusiastic and collaborative member of the BSA's senior management team.
- An inspiring and tenacious advocate of the BSA's activities and plans.
- A confident networker and people manager.

The new Head of Development will have the following skills and experience:

- Extensive experience of trust and foundation giving.
- Evidence of securing 6- and 7-figures gifts.
- Experience in prospect research, fundraising, relationship management.
- Excellent oral and written communication skills with the ability to translate complex briefs/projects into persuasive fundraising cases for support.
- High level of expertise in Microsoft Word, Excel, and other packages.
- Experience in E-Tapestry and/or other membership/relational databases.
- Agile networking skills, able to influence and build rapport quickly with donors/supporters and senior stakeholders in the UK and internationally.
- Educated to degree level or equivalent.

The post holder must be passionate about the role philanthropy plays in supporting research, public engagement and Greek-British relationships.



Remuneration Package & Benefits

Flexible working:

You will be primarily home based with connections to the London and Athens offices throughout the year with opportunities to travel to Greece. However, most of your work will be UK based.

Compensation:

£51,283-£59,421 per annum, depending on skills and experience. There is also the opportunity for this role to be a three or four day week on a pro rata salary.

In addition, there will be excellent opportunities for professional development and potential to grow the BSA's Development portfolio.





Eilish McDowell

Will be the Consultant who will lead on this role

Contact details

☎ Phone: +44 (0)7720 249200

✉ E-mail: eilish@caithnessconsulting.co.uk

How to Apply

Caithness Consulting has been appointed by The British School at Athens 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.

Closing Date: Wednesday 14th August 2024.

First Interview (on-line) Date: w/c 26th Aug 2024.

Second Interview (in-person) Date: w/c 2nd Sept 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.



Caithness
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www.caithnessconsulting.co.uk