Bloxham School

JOB DESCRIPTION AND PERSON SPECIFICATION

DEVELOPMENT OFFICER

Department: Development Officer

Reports to: Head of Development

Responsible to: Deputy Head -External Communications

Line Management responsibility: No

JOB DESCRIPTION

Summary of the Role:

Expand the fundraising capabilities of the current Development and Alumni Relations Team, enabling the Head of Development to focus more fully on developing strategy, and major donor solicitation and cultivation.

Increase participation and philanthropic income from the Bloxham community in support of transformational bursaries and other standalone projects.

Departmental Overview:

The Development Department at Bloxham School, is dedicated to fostering strong relationships with alumni, parents, and the wider community to support the School's mission and growth. Our purpose is to secure financial resources through fundraising initiatives, campaigns, and donor engagement, ensuring the continued enhancement of educational programs, facilities, and student opportunities. By cultivating a culture of philanthropy and involvement, the Development Department plays a pivotal role in advancing Bloxham's vision, enabling us to provide an exceptional and transformative educational experience for current and future students.

Main Duties and Responsibilities:

Fundraising and Stewardship

Working closely with the Head of Development:

- Contribute to the overall fundraising strategy with specific responsibility for individual regular giving, creating and delivering a sustainable regular giving programme at the School

- Increasing the membership and contribution of The Egerton Society, the School's legacy society, through a range of approaches and strategies

- Preparing and drafting key fundraising communications and related literature, both in print and online, in collaboration with other team members

- Developing compelling content, including impact stories, for the purposes of demonstrating impact to donors and securing further support for the bursary programme at Bloxham

- Expanding the School's stewardship programme to ensure that donors remain connected to, and feel valued by, the School and are aware of the impact of their support

- Researching prospective donors and other key stakeholders as part of the School's fundraising and engagement strategy

Finance and Database Management

- Working closely with the Finance Team, ensuring the swift and accurate processing and acknowledgement of all philanthropic gifts

- Effectively managing the donor / financial functionality of the School's Development database, ensuring that donor records are maintained and updated in an accurate and timely manner

- Generating financial and engagement reports as required for the Head of Development and other key stakeholders

- Ensuring that donor and alumni interactions and other key information is captured appropriately on InTouch

Training on the Development database, InTouch, will be provided if required.

Community Engagement

- Establishing positive and professional working relationships with other departments within Bloxham School to ensure that the work of the Development Office is well-received and understood

- Establishing and building on relationships with the Old Bloxhamist community, particularly alumni, former parents and former staff

- Attending engagement and stewardship events as required, occasionally on evenings or at weekends

Other Duties and Responsibilities:

- Adherence to the General Data Protection Regulations.

- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.

- Adhere to and ensure compliance with the School's Child Protection Policy at all times.

- Report any concerns to the School's Designated Safeguarding Lead.

- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.

- Undertake such other comparable duties as reasonably required from time to time.

CHILD PROTECTION

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

CONFIDENTIALITY AND DATA PROTECTION

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

CYBERSECURITY

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• Educated to degree level or equivalent	
Knowledge and Experience	• Previous fundraising experience • Experience of working with a relational (CRM) database • Strong IT skills (Office 365) • Experience of working as part of a small team	• An understanding of the independent education sector • Knowledge of Bloxham School and its community • An understanding of the Data Protection Act 2018 • Basic understanding of the law in relation to charitable donations

Skills and Abilities	- Excellent written and oral communication skills - Excellent inter-personal and customer care skills together with ability to build relationships with a variety of stakeholders - Ability to design and create digital and print communications - High level of numeracy - Attention to detail - Strong organisational skills	
Personal Qualities, Attitude and Behaviours	- Ability to work both collaboratively and independently - Highly motivated, well organised, proactive and efficient - Tact and discretion particularly where sensitivity or confidentiality is critical - Empathy with Bloxham's principles, ethos, aims and aspirations	