

Individual Giving Manager

Application closing date 07/01/2019

Location – City of London

Salary – £34,230 to £38,730 per annum inclusive of London Weighting

Situated in the very heart of the City of London's square mile, we are proud to count ourselves among the premier schools in London and throughout the UK. On our doorstep are some of the most important institutions to be found anywhere in the world. These include leading financial, legal and business organisations; the extraordinary cultural wealth of the Capital; numerous historical British landmarks; plus a range of universities, hospitals, charities, tech start-ups and innovation of all sorts. All our staff are highly qualified and committed to providing the highest standards in education, and our pupils are amongst the most extraordinary and gifted group of young men you could hope to meet. Our alumni and parent groups are enormously loyal to the School and offer us ample support, not only with their time and expertise but also in the investment many of them make towards our essential bursary scheme.

Fundraising at City of London School

The Development and Alumni Relations Office (DARO) was created in 2015. Following a change in School leadership, a new Director of Development was appointed in September 2018 to build on existing support and to ensure that the School's strategic vision - to provide a world-class education to boys from all backgrounds across the City of London - can be realized for the long-term. CLS has a long history of bursarial support for able pupils of modest means and has very loyal support from a wide range of friends of the School. We benefit from very supportive alumni and parent bodies and receive financial support for the provision of bursaries from the City of London Corporation, various Livery Companies and other sponsors. Bursaries occupy a very special place at the heart of our School. From its origins in 1442, the School was built upon generosity and the belief in the power of education to transform lives. The Act of Parliament in 1834 that set up the modern School was similarly visionary in opening the doors of the School to all boys of talent, no matter what their background or belief. The importance of inclusivity is written in our DNA and has every bit as much currency today as it has ever had. Bringing bright boys together from different backgrounds is important for everyone. It reinforces the aspirational and inclusive ethos of the School. It underlines the importance of responsibility, service and charitable giving. It gives reality to the belief that success in life is not limited by your background but is the product of your own endeavour and ability. It enriches the core values of the School and gives depth to the education we offer.

The Individual Giving Manager is a key appointment that will underpin the School's capacity for fundraising and will be instrumental in creating a genuine culture of philanthropy. Working with the Director of Development and the Head, they will develop and deliver an annual appeal strategy to build widespread support throughout the CLS community; with responsibility for creating an exceptional culture of donor care that recognises, celebrates and inspires existing and potential supporters.

This is an outstanding opportunity to join an evolving fundraising and engagement office working to inspire philanthropy in education. This role would suit an energetic and enthusiastic individual with a hands-on approach, who has a background in annual appeals or donor care. You will have the opportunity to shape the role in coming years

as the department evolves to meet the challenges of a major fundraising effort around bursaries and capital needs.

If you feel you have the requisite skills to join our team we'd love to hear from you.

The closing date for applications is Monday 14 January 2019 at 12 noon.

Interviews will be taking place week commencing 21 January 2019.

Please see the Job Information Pack below.

Please contact 020 7322 3978 (24 hour answerphone) quoting reference CLS073 if you experience any problems. A mini-com service for the hearing impaired is available on 020 73323732.

The City of London is committed to Equal Opportunities and welcomes application from all sections of the community

The City of London Corporation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process the successful applicant will be required to obtain an Enhanced Disclosure and Barring Service Check



Job Description

Job Title	Individual Giving Manager
Department	Development and Alumni Relations Team
Grade	D
Location	City of London School
Responsible to	Director of Development and Alumni Relations

The Individual Giving Manager is part of the Development and Alumni Relations Office at City of London School, which consists of:

- **Director of Development**
- **Individual Giving Manager**
- **Alumni Relations Officer (Communications and Events)**
- **Development Officer (Database and Operations)**

Purpose of Post

To generate philanthropic income from individuals (primarily parents and alumni) in support of City of London School. To generate philanthropic income from Liveries.

To work with existing supporters to encourage their continued, and increased, support through effective cultivation and stewardship.

Main Duties & Responsibilities

- Work with the Director of Development and Alumni Relations to execute the overall fundraising plan
- Develop and manage a portfolio of existing and prospective donors (primarily parents and alumni) across the UK to deliver annual fundraising targets
- Identify, develop and execute appropriate cultivation, solicitation and stewardship strategies for potential donors (primarily parents and alumni)



- Develop an annual appeals strategy, primarily focused on bursaries but also to include future capital needs, for the CLS community including alumni and parents with the aim of achieving income targets
- Develop a regular giving programme, including telephone fundraising
- Develop and broaden legacy giving across all constituencies
- Work with the Director of Development to design and implement a donor care programme for donors at all levels, ensuring everyone is thanked and recognised appropriately
- Work with key internal staff to advise on meeting structure, provide detailed briefings and make informed judgements around donation management and recognition
- Contribute to volunteer identification, recruitment, training and management
- Liaise effectively with key volunteers including Governors, alumni, parent and student leaders to identify prospects
- Record all aspects of fundraising activity on the prospect database and develop regular reporting to keep management up to date with activity
- Keep abreast of charity law, legislation and best practice in fundraising for educational establishments in order to inform development activities, plans and programmes at the School.
- Organise and attend events with donors – some travel and out of hours commitment is required
- Work with the broader communications & marketing team to develop appropriate marketing materials to support fundraising
- Any other duties within the scope, spirit and purpose of the job as directed by the Director of Development
- Supervise the Development Team when the Director of Development is absent

OTHER RESPONSIBILITIES

Alumni Relations

1. Act as a point of contact for enquiries received by telephone, post, email, in person or through online social media
2. Respond to enquiries in a welcoming, timely and effective manner, either personally or by directing the matter to the appropriate individual
3. Develop and maintain strong working relationships with alumni and parents
4. Support Development office colleagues in responding to and managing incoming emails via the 'Giving' inbox



Events

1. Support the delivery and organisation of cultivation and stewardship events, working with Development Office and School colleagues, as well as volunteers and external suppliers
2. Work with the Development Officer (Database and Operations) to generate invitation lists for individual events
3. Help produce relevant marketing materials for events and promote activities through print and electronic and social media
4. Work with the Parents Bursary Scheme Committee to increase giving
5. Attend Alumni and Development Office events as required
6. Co-ordinate volunteers and supervise pupil ambassadors at events
7. Co-ordinate a timely and effective follow-up with guests after each event
8. Co-ordinate timely and effective internal event evaluations

Communications

1. Devise and deliver compelling cases for support for bursaries and future capital needs
2. Devise and deliver compelling stewardship for donors, including annual donor reports
3. Draft and upload content for the Development section of the School website and the Development Office's social media pages

Research

1. Work with Development Office colleagues in researching and preparing biographies
2. Carry out research on donors, prospective donors, parents and alumni
3. Update professional information on alumni and parents

Database

1. Ensure that database records are accurately and efficiently maintained
2. Create and run queries and produce exports and reports for the purposes of assisting with prospect pipelines

Other

1. Treat all information received in post in an appropriate manner and at all times; demonstrate discretion and comply with the provisions of GDPR and the School's own privacy policies
2. Prepare materials, reports and presentations as required
3. Perform other duties as may reasonably be required



Person Specification

Job Title	Individual Giving Manager
Department	City of London School
Grade & Level	D Level:
Trent Position Number	61A0014/001

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- Educated to degree level or equivalent (A)
- Proven IT skills including Microsoft Word, Excel and Outlook (A)

Experience Required

- Ability to contribute to the development of a philanthropic culture within an institution and the development of plans, strategies and giving programmes to support it. (A,I)
- Strong relationship building and management skills, with the ability to build rapport, listen effectively and think on your feet to respond to donor needs (A,I)
- Ability to exercise diplomacy and tact to great effect (A, I)
- Excellent oral communication skills with the ability to liaise effectively with Governors, alumni, parents and students in the identification and development of prospective donors. (I)
- Excellent business writing skills, with the ability to compose proposals, briefing documents, appeals and business cases. (A, I, T)
- Excellent organisational skills with the ability to prioritise work and meet deadlines (I)
- Understanding of the need for discretion and confidentiality (A,I)



- Experience of working with confidential data (A, I)
- Experience of writing articulate and effective proposals and appeals (A, I)
- Experience of contributing the development of strategies, plans and proposals for the development of philanthropic giving for an organisation (A, I)
- Experience of individual giving fundraising with a successful track record of generating income (A, I)

Technical Skills & Knowledge

- Good understanding of charity law, legislation and best practice relevant to fundraising for educational establishments. (A, I)
- Thorough understanding of fundraising and the generation of philanthropic income in support of an organisation. (A, I)

Other Relevant Information

- Flexibility and a willingness to work out of regular office hours (A,I)
- Experience of alumni relations (A, I)
- Experience of organising events (A, I)
- Experience of volunteering either with student union or charitable organisation (A)

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £34,230 - £38,730 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.



Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own



professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.