



<b>Job Description</b>	
<b>Job Title</b>	Development Officer
<b>Department</b>	Development and Alumni Relations Team
<b>Grade</b>	C
<b>Location</b>	City of London School
<b>Responsible to</b>	Director of Development and Alumni Relations

The Development Officer is part of the Development and Alumni Relations Team at City of London School, which consists of:

- **Director of Development and Alumni Relations**
- **Individual Giving Manager**
- **Alumni Relations Officer**
- **Development Officer**

### **Purpose of Post**

Under the direction of the Director of Development and Alumni Relations, to be responsible for the smooth running of the Development & Alumni Relations Office including the database, and the maintenance of data in respect of development and alumni work, including gift processing, events, communications and supporter information and budget oversight (income and expenditure).

To analyse data and report on trends, develop and produce other associated reporting and undertake prospect research and briefings as required.

To identify, cultivate and steward Livery Company donors to the School's bursary programme.

### **Main Duties & Responsibilities**

#### Database Management

- To maintain comprehensive and accurate database records on the school community through:
  - Periodic cleansing and upgrading of current data
  - Interrogating and segmenting records
  - Importing data from trusted sources
  - Creating new constituents where necessary, collecting information from ISAMS and recording as much information as possible
- To consolidate and analyse Development data and identify trends and opportunities to improve fundraising efforts;
- To form and articulate the Development and Alumni Relations Department's database ongoing requirements;
- To provide analysis/data collection for monthly reporting to Director of Development and Alumni Relations, Board, SMT, Development and Finance Committees, and year-end reporting
- To support the Development Director and Individual Giving Manager in their work to identify potential supporters, through data analysis;
- To 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
- Prepare mailings, materials, reports and presentations as required
- Perform other duties as may reasonably be required

#### Gift Management

- Utilise and manage a number of gift management processing systems including online merchant services accounts, external consultants, standing orders, direct debits and single gifts
- Work closely with the central Finance Team

#### Research and Prospect Management

- To research all potential donors, creating reports and supplying appropriate briefing to the Development Director, the Head and relevant volunteers;

#### Budgeting and Office Management

- To have oversight of the Department's budget and ensure accurate expenditure tracking;
- To produce other reports as identified by the Director of Development;
- To source suppliers as needed and ensure orders are placed in a timely manner

#### Fundraising

- Identify, cultivate and steward Livery Companies who support the School's Bursary Appeal
- Organise an annual Livery Lunch with beneficiaries
- Support the Development Director and Individual Giving Manager in cultivation and stewardship activities



PERSON SPECIFICATION	
<b>Job Title</b>	Development Officer
<b>Department</b>	City of London School
<b>Grade</b>	C
<b>Trent Position Number</b>	

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**

- Must be educated to degree level (A)

#### **Experience Required**

- Proven experience in a role maintaining, developing and improving databases according to organisational requirements (A, T)
- Experience in fundraising, events and/or donor cultivation (A/)
- Experience of financial reporting; (A, T)
- Experience of analysing data, identifying trends and using this to recommend opportunities for improvement to departmental activities (A, I, T)
- Very good written communication skills with the ability to write briefings, reports and other written materials as required.
- Very good oral communication skills with the ability to liaise with internal and external stakeholders, including alumni, parents, pupils, prospects, and donors (A, I)
- Good understanding of the provisions of GDPR (A)
- Good organisational skills (A, I)

#### **Technical Skills & Knowledge**

- Understanding project and data management; (A, I, T)
- Good research skills; (A, I, T)

#### **Other Relevant Information**

- Flexibility and a willingness to work out of regular office hours (I)
- Uses initiative to improve processes (I)
- Creative and innovative (I)
- Diplomatic and strong team player (I)

#### **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.***