



Job Description

Job Title	Development Officer
Department	Development and Alumni Engagement Team
Grade	C
Location	City of London School
Responsible to	Director of Development and Alumni Engagement

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

- **Director of Development and Alumni Engagement**
- **Philanthropy Manager**
- **Alumni Engagement Officer**
- **Development Officer**

Purpose of Post

Under the direction of the Director of Development and Alumni Engagement, to be responsible for the smooth running of the Development & Alumni Engagement 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.

Main Duties & Responsibilities

Database Management

- To maintain comprehensive and accurate database records on the school community through:
 - Periodic cleansing and upgrading of current data
 - Analysing and segmenting records
 - Importing data from trusted sources



- Creating new constituent records where necessary, collecting information from ISAMS and recording all relevant information
- To consolidate and analyse Development data and identify trends and opportunities to improve fundraising efforts;
- To form and articulate the Development and Alumni Engagement Department's database ongoing requirements;
- To provide analysis/data collection for monthly reporting to Director of Development and Alumni Engagement, Board, SMT, Development and Finance Committees, and year-end reporting
- To support the Development Director and Philanthropy Manager in their work to identify potential supporters, through data analysis;
- To treat all information received 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
- Reconcile Raiser's Edge with the charity bank account on a daily basis
- Ensure all Gift Aid data is accurate and submit regular claims to HMRC
- 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

- Support the Development Director and Philanthropy Manager in cultivation and stewardship activities.



Person Specification

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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 A Level (or equivalent) (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

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- 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.



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 £30,440 - £34,340 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 9 am – 5 pm, being 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 24 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.