

Closing date: **Friday 2 September 2022 (5pm)**

We reserve the right to appoint before this deadline and encourage early applications.

Interview date(s): **8-9 September 2022**

Information pack for the role of **Philanthropy Manager**

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About this role

City of London School is seeking a Philanthropy Manager to support the work of the School's Development and Alumni Relations team.

The role of Philanthropy Manager is to generate philanthropic income from individuals (primarily parents and alumni) in support of City of London School, and to work with existing supporters to encourage their continued, and increased, support through effective cultivation and stewardship.

The Development and Alumni Relations team consists of:

- **Director of Development and Alumni Relations**
- **Philanthropy Manager**
- **Alumni Relations Manager**
(Communications and Events)
- **Development Officer**
(Database, Stewardship and Operations)
- **Development and Alumni Relations Apprentice**

Role: **Philanthropy Manager**

Salary: **Grade D
(actual salary: £36,060 to £40,750 per annum)
inclusive of Inner London Weighting**

Contract and Hours: This is a permanent position contracted for 35 hours per week (school hours 9am-5pm).

Summary of duties

- Manage a portfolio of prospects capable of making five- and six-figure gifts to City of London School, and in particular our Bursary Appeal.
- Personally solicit donations (face to face, online, and through written proposals) to meet agreed personal and team fundraising targets. While the size of asks will vary, as a guide it is anticipated that the focus of this role will be on securing donations in the range £10,000-£100,000.
- Work with the Head and Director of Development in delivering the major gift solicitation programme
- *See page 4 for full details.*

City of London School

We understand that for boys to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented boys as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.





Our Strategic Aims

Kind - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

Aware - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

Ready - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Job Description

Job title:	Philanthropy Manager
Department:	Development and Alumni Relations
Salary:	Grade D (actual salary £36,060 to £40,750 per annum) inclusive of Inner London Weighting
Location:	City of London School, 107 Queen Victoria Street, London, EC4V 3AL
Responsible to:	Director of Development and Alumni Relations
Responsible for:	Development and Alumni Relations Apprentice

Main Duties & Responsibilities

- 1** Manage a portfolio of prospects capable of making five- and six-figure gifts to City of London School.
- 2** Personally solicit donations (face to face, online, and through written proposals) to meet agreed personal and team fundraising targets. While the size of asks will vary, as a guide it is anticipated that the focus of this role will be on securing donations in the range £10,000-£100,000.
- 3** Work with the Head and Director of Development in delivering the major gift solicitation programme.
- 4** Contribute to the production of the case for philanthropic support of the School.
- 5** Participate in prospect identification, and carry out research to identify new major gift prospects where needed.
- 6** Devise and deliver a regular giving programme, working with the Development officer.
- 7** Ensure full and timely records of all activity are kept on the database in line with our prospect moves management procedures.
- 8** Promote gifts in wills to prospective supporters where appropriate.
- 9** Support the delivery of outstanding donor care for all donors to the School, working with the Development Officer.
- 10** Help develop and deliver donor cultivation activities.
- 11** Act as an advocate for the school's strategic vision and for the transformative power of philanthropy both within and outside the school.
- 12** Assist colleagues in maintaining the integrity of donor data within the Raiser's Edge/ NXT database.
- 13** Protect the reputation of the school by adhering to our Gift Acceptance Policy, all relevant legislation (GDPR, etc) and the Chartered Institute of Fundraising's Code of Conduct.
- 14** Any other duties within the scope, spirit and purpose of the job as directed by the Director of Development and Alumni Relations.

Person Specification

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.

Essential Attributes and Experience

- Thorough understanding of fundraising and the generation of philanthropic income in support of an organisation. **(A,I)**
- 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 pupils in the identification and development of prospective donors. **(I)**
- Excellent writing skills, with the ability to compose engaging 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)**
- Proven IT skills including Microsoft Word, Excel and Outlook **(A)**
- Flexibility and a willingness to work out of regular office hours **(A,I)**
- Experience of individual giving fundraising with a successful track record of generating income **(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 working with confidential data **(A, I)**
- Good understanding of charity law, legislation and best practice relevant to fundraising for educational establishments. **(A, 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.

Other reasons to work with us

Health and Wellbeing

- In-house counselling services
- Employee Assistance Programme
- Enhanced paid time off policies (sickness, maternity, paternity, adoption, and shared parental leave)
- Access to Occupational Health Services
- Access to School Swimming Pool (set hours)
- Staff Activities and Clubs (Running, Yoga, Pilates, Netball, Football and more!)
- Corporate Gym Discount with Anytime Fitness
- 24 days annual leave and increasing with continuous service plus bank holidays.
- Hybrid / Flexible Working (role-dependent)

Financial benefits

- Annual Season Ticket Loans via Abellio
- Interest free Bicycle Loan (up to £1,000)
- Cycle 2 Work Scheme via Halfords
- Childcare Voucher Scheme

- Childcare Affordability Scheme
- Up to 40% discount with Hatching Dragons Nursery
- Cheapside Privilege Card (local offers and discounts)
- Up to 25% discount off an O2 Refresh Airtime Plan.
- 21.6% LGPS Employer Contribution (2020-21 figure)

Training and development

We are committed to supporting staff development. There are three staff training days throughout the year plus our appraisal scheme helps support staff in developing their ideal role through training programmes and courses.

Staff also gain access to the City Learning online training and development system, which can be accessed from any mobile device.

Recognised employer – Continuous service

City of London Corporation is a recognised employer as part of the Local Government Modification Order – we acknowledge continuous service to those working within Local Government. Your entitlement to certain contractual benefits with the City Corporation (e.g. annual leave, sick leave, maternity leave) is

related to the length of time you have been employed by the City of London Corporation and/or other public bodies covered by the Redundancy Payments (Local Government) (Modification) Order 1999.

Disability Confident Employer

The City of London Corporation is committed to creating a culture where everyone's opinion and views are heard. Where employees can bring their unique self to work and excel in an environment that encourages different perspectives and experiences to be shared.

We are Disability Confident Employers and members of Stonewall's Diversity Champions programme and have recently completed an equality and diversity self-assessment process to assess compliance with the Public Sector Equality Duty. In 2019-20 we also undertook a public consultation on gender identity and, as a result, put in place a new Gender Identity Policy. We also actively host events like our Eid Dinner, Black History Month and Pride Month, which are vital in promoting the values we all share.

London Living Wage Employer

The City of London Corporation is an accredited Living Wage employer, which ensures all employees are paid (as a minimum) the annually calculated London Living Wage hourly rate.

How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:
www.cityoflondonschool.org.uk/vacancies

Closing Date: **Friday 2 September 2022 (5pm)**
Interviews will be held on **8-9 September 2022**

We reserve the right to appoint before this deadline and encourage early submissions.

City of London School is committed to safeguarding and promoting the welfare of young people and requires the same commitment from all its staff.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

