

**About the Role**

The Director of Development & Partnerships (Mat Cover) is a senior role responsible for planning, implementing, and managing all fundraising and partnership initiatives at Glendower Preparatory School. This role is pivotal in ensuring the school’s financial stability and growth by building and nurturing relationships with alumnae, parents, donors, and community partners. The ideal candidate will possess a deep understanding of philanthropy, excellent communication skills, and a proven track record in fundraising and relationship building.

This is an exciting time to join the school as we launch an ambitious campaign to raise funds in support of our vision for Bursaries and implement our second year of our Development and Partnerships programme.

The Director of Development and Partnerships will work closely with the Headmistress, Chair of Governors, Bursar, senior leadership team and marketing department to further develop a culture of partnerships and community engagement and philanthropic giving.

We are looking for an individual with drive and initiative, and a track record in engaging stakeholders and achieving results. The successful candidate will possess excellent interpersonal skills and have a natural ability to cultivate and steward relationships with parents, alumnae, governors, staff, community partners and volunteers.

The Director of Development and Partnerships will be responsible for all aspects of development and partnerships. From communications and events to cultivating and engaging stakeholders to give, there will be a particular focus on developing a regular giving culture, engaging and stewarding major donor activity, growing alumnae connections and activities and maintaining and developing new partnerships and opportunities for pupils, staff and parents to engage in partnerships with local state schools and community organisations.

The Director of Development & Partnerships will be a creative thinker, self-starter, do what they say they are going to do and have a positive “can do” attitude.

This role will be busy and varied with a range of responsibilities, and so requires excellent organisation and time management skills, along with a proactive and flexible approach.

Experience with database systems and strong computer and social media skills will be required, as the Director of Development & Partnerships will be responsible for managing the departments CRM system, online community platform and communications as well as fundraising appeals.

**Main Duties**

* Fundraising Strategy: Execute and refine the fundraising strategy that aligns with the school’s goals and objectives. This includes annual giving campaigns, regular giving, major gifts, planned giving, legacies and grant proposals.
* Alumnae Engagement: Cultivate and maintain strong relationships with alumnae, encouraging their active involvement in the school community and seeking their support through donations, mentoring, and volunteer activities.
* Parent Engagement: Collaborate with the Glendower Parent Teacher Association (GPTA) to engage current parents in the school’s development efforts, including annual giving and special projects.
* Donor Relations: Manage a portfolio of major donors, ensuring regular communication, acknowledgment, and engagement to secure their continued support and involvement in the school.
* Partnerships and Community Relations: Identify, build, and maintain strategic partnerships with local state schools and community organisations to support the school’s programs and initiatives.
* Fundraising for External Charities and Emergency Humanitarian Appeals: Identify, build and maintain relations with school supported external charities; and oversee and develop the school’s fundraising activities for external charities and appeals.
* Grant Writing: Research and write grant proposals to secure funding from foundations and corporations.
* Event Planning: Oversee the planning and execution of development-related events, such as annual galas, alumnae reunions, and donor recognition ceremonies.
* Data and Reporting: Maintain accurate donor records in the CRM system, generate regular reports, and use data analysis to inform alumnae and parental engagement activities, fundraising strategies and decisions.
* Stewardship: Develop and implement donor stewardship programs to recognise and thank supporters at every level, ensuring they feel appreciated and engaged with the school’s mission.
* Budget Management: Manage the development and partnerships budget, ensuring fiscal responsibility and maximizing resources.

**Skills, Experience and Qualifications**

* Experience in development and fundraising, preferably in an educational or non-profit setting.
* Proven success in securing major gifts and managing comprehensive fundraising campaigns.
* A track record demonstrating initiative, innovation, and proactivity.
* A resourceful and creative thinker who can think ahead.
* Strong interpersonal and communication skills, both written and verbal, appropriate to this outward facing role.
* Ability to build and maintain relationships with diverse stakeholders, including alumnae, parents, and community partners.
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* Proficiency in donor management software and data analysis.
* Strong project management and event planning skills.
* Excellent ICT skills and proficiency in all aspects of Microsoft
* Knowledge of best practices in philanthropy, fundraising ethics, and industry trends.
* Experience in e-communications, networks, and proficiency in social media, with evidence of developing and building social media channels and communities
* Evidence of diplomacy with a highly organised, discreet, and professional work manner

Ability to be flexible and have a positive approach to achieving goals.

* A commitment to the mission and values of Glendower Preparatory

School.

**Terms and Application Process**

Please send CVs to plattss@glendowerprep.org if you are interested in this role. Enquiries about salary can also be directed the same email address. Initially we were looking for a full-time role working Monday to Friday from 1st January 2025 to 31st August 2025. However, we are also open to flexible / part-time working and are happy to receive expressions of interest from freelance / self-employed fundraisers with the right skills and experience for which we would be able to figure out a suitable day rate.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. We follow safe recruitment and equal opportunities practices, and all successful applicants will be subject to an enhanced DBS check.