



Thomas's Foundation Development Officer

(Part time)

To submit an application please send the completed application form, a copy of your CV, the details of 2 referees and a covering letter to
Liz Woodcock, Executive Director
lwoodcock@thomassfoundation.org.uk

www.thomassfoundation.org.uk



Application Details

Applications are invited from enthusiastic and dynamic candidates. The successful applicant will be an engaging relationship-builder.

For further details go to the Thomas's Foundation website: www.thomassfoundation.org.uk or email: lwoodcock@thomassfoundation.org.uk

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Applications considered on receipt.

Term:
Permanent - Part Time

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

Thomas's London Day Schools and Thomas's Foundation are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our safeguarding/child protection policies and procedures.

Closing date:
Wednesday 15th December 2021

Interviews:
16th - 20th December 2021

Hours:
3 days per week - 9am - 5pm (flexible)

Salary:
£46,500 - £50,000 pa (pro rata £27,900 - £30,000)

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster/Headmistress (if different).

Job Description Thomas's Foundation Development Officer

Job Title: Development Officer

Location: Thomas's Foundation, Thomas's Academy, London SW6 4LY

Reporting to: Executive Director

Thomas's Foundation, a charitable incorporated organisation established in 2018, is the charitable arm of Thomas' London Day Schools. Thomas's Foundation is driven by the belief that every child deserves an enriching education and delivers this vision through three core programmes, Community Partnerships, Foundation Bursaries and CAIRN.

Thomas's Foundation is led by a small executive team with offices based at Thomas's Academy and is looking for an inspiring, passionate individual who relishes building and maintaining relationships. Your experience is likely to come from working in a major gifts fundraising role in another charity or development office. You will bring a strategic approach as part of a small team committed to growth.

The Development Officer will help embed a culture of philanthropy and support. The successful applicant will be responsible for engaging with a wide range of stakeholders from donors, parents and alumni to neighbours and other members of our community. Delivering a first class service throughout, assisting and supporting the Executive Director, duties will range from identifying donors and preparing detailed analysis to inform strategic direction, organising and delivering high quality events for major donors to researching and writing accurate and compelling communications, from leaflets and newsletters to social and digital media and to funding applications to major philanthropic organisations.

Your Core Competencies, Skills and Experience

- Minimum of 3-5 years of donor cultivation, stewardship and solicitation experience or ability to demonstrate transferable skills and experience from other roles. Must be able to demonstrate past successes
- Engaging relationship-builder with excellent interpersonal skills and strong oral and written communication skills; committed to building strong interpersonal relationships
- Creative and flexible self-starter able to work both individually and as a member of consensus-seeking teams
- Outstanding organisational and administrative skills
- Proficiency with Google office suite
- Experience with CSM database (Raisers Edge, in particular, of benefit)
- Ability to maintain a high level of discretion and confidentiality due to the nature of work
- Understanding of the motivations for philanthropy
- Awareness of the nature of the School and willingness to commit to its all-round ethos.
- A commitment to on-going personal and professional development where necessary.

Key Duties and Accountabilities

The role will involve six key areas:

- Planning and research; including helping to shape the development plan, identifying new sources of funding and researching potential prospects.
- Donor solicitation and support; including developing and nurturing relationships, securing repeat funding, managing communication with donors and growing our grassroots fundraising activity year-on-year.
- Organising and planning high quality donor events
- Administration and Information Management; including managing due diligence processes, ensuring reporting is accurate and compelling
- Marketing and Communications; including supporting the strategy to ensure our communications in all forms inspire current and potential donors, create powerful collateral to promote our work to donors, and ensure our social media channels are used effectively for fundraising and generating 'brand' awareness.
- Broader organisational support: contribute to the wider fundraising and community engagement activities of the charity, as required.
- ...as well as having fun!