



Job Description – Development Officer

We are looking for a talented and dedicated Development Officer to join Wycombe Abbey's Development and External Relations department.

Wycombe Abbey has been at the forefront of girls' education for the last 120 years. Superb academic outcomes are the School's hallmark and pupils regularly secure places at the most prestigious universities across the globe. Known for its world-class education, Wycombe Abbey encourages curiosity, innovation, leadership and delight in learning among its pupils.

The Development and External Relations team is responsible for engaging a wide range of stakeholders in the current and future activities of the School. The Development function secures support for Wycombe Abbey from a variety of sources.

This is a new role and as such, it presents an exciting opportunity to create and implement new systems and processes to maximise the effectiveness of the Development and External Relations department. The successful candidate will have a good level of relevant experience, be proactive and detail-oriented, whilst possessing excellent written and interpersonal skills. A Bachelor's Degree, with experience working in a similar role is desirable.

Aim

Under the direction of the Director of Development and External Relations, the Development Officer will actively contribute to driving engagement in the School's activities by taking responsibility for the development database and prospect research, as well as co-ordinating national and international development events and assisting the Communications team.

Working closely with colleagues across the organisation, you will co-ordinate a programme of events to establish and maintain long-term relationships.

Reports to: Director of Development and External Relations

Hours: 37.5 hours per week, 52 weeks per year.
This is a whole school role, and a flexible attitude to working hours is essential, as you will be required to work 'out of hours' from time to time.

Areas of Responsibility

- Maintain, manage and develop the departmental database, The Raiser's Edge, according to highest levels of compliance and best practice.
- Work with Development and Communications colleagues to optimise use of the database. Embed best practice use of the database within the team.
- Provide strategically aligned research to help identify and prioritise donors and prospects, working with Development colleagues to help shape fundraising plans.
- Conduct research into prospective and existing supporters to ensure compliance with our Donor Acceptance Policy
- Contribute to the production of effective fundraising and stewardship materials.
- Contribute to the planning and co-ordination of national and international Development and fundraising events.

- Work with the Communications team to provide timely and relevant content for the School's print and digital communications
- Provide administrative support to the Director of Development and External Relations.
- Act as a brand guardian and ensure brand guidelines are implemented across all development communications.
- Liaise with external suppliers.
- Any other activity in support of the work of the Development and External Relations Department.

Person Specification

Specialist Knowledge and Experience

- Experience with The Raiser's Edge, Microsoft Dynamics CRM or similar CRM database.
- Excellent research skills, including a high level of attention to detail and accuracy
- Demonstrate excellent verbal and written communication skills
- Good understanding and appreciation of fundraising and development principles
- Good relationship management skills, with the ability to develop constructive working relationships across the team and the wider School community
- Good understanding of alumnae relations
- Experience developing and implementing fundraising or development materials and events strongly desirable
- Proficiency in MS Office including Word, Excel, PowerPoint and SharePoint
- An appreciation for and understanding of the priorities of an independent educational establishment

Interpersonal Skills

- Proven ability to develop effective and supportive relationships with a variety of stakeholders
- High level of professionalism and integrity
- Discretion and respect for confidentiality
- Experience of communicating confidently and effectively at all levels

Organisational Skills

- Excellent project management skills
- Excellent organisational skills: ability to organise and prioritise work, meet deadlines and work effectively under pressure

Teamworking

- Enthusiastic and proactive, a team-player whilst retaining ability to work under own initiative

Flexibility

- The ability to adapt successfully to changing demands and conditions.

Special conditions

- Appointment is subject to an Enhanced Disclosure & Barring check

Child Protection Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he 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 s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.

November 2019

