



## KINGHAM HILL SCHOOL

<b>Job Title:</b>	<b>Development &amp; Alumni Engagement Lead</b>
<b>Contract:</b>	<b>Permanent, Part Time</b>
<b>Hours:</b>	<b>30 hours per week</b>
<b>Salary:</b>	<b>£35000 - £40000 per annum (pro rata)</b>
<b>Start Date:</b>	<b>September 2024</b>
<b>Reports to:</b>	<b>Director of External Relations</b>
<b>How to Apply:</b>	<b>Complete the application form and email to <a href="mailto:HR@kinghamhill.org">HR@kinghamhill.org</a></b>

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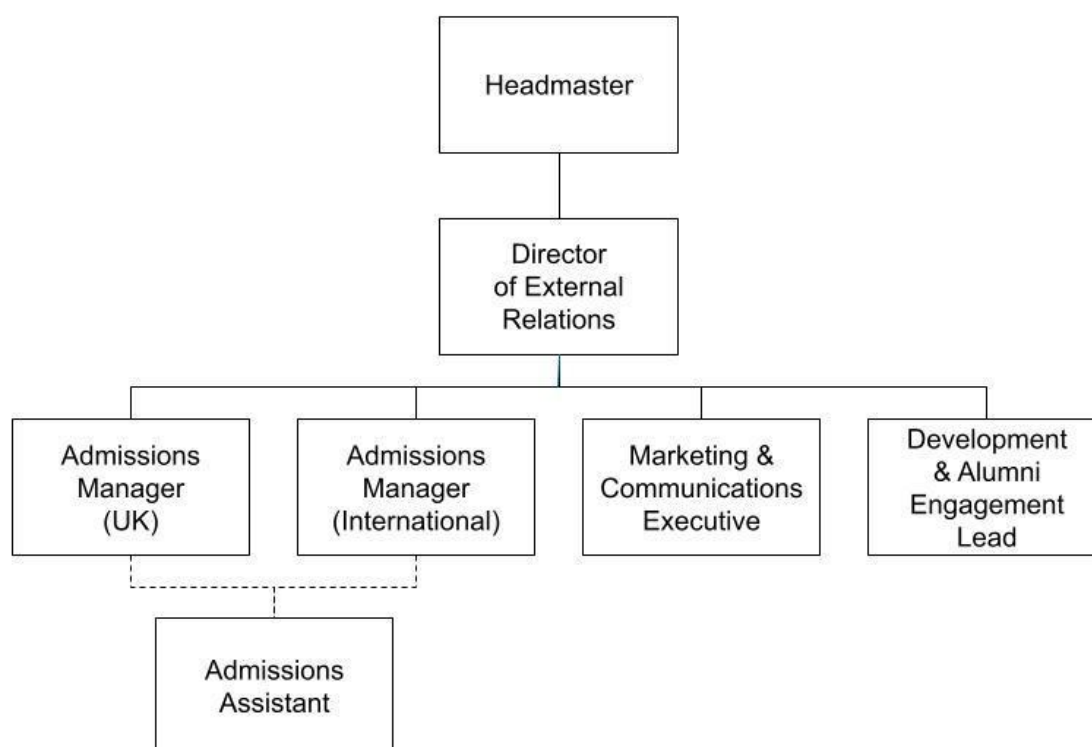
### **1. The School**

Kingham Hill is a small independent boarding and day school for children aged 11-18 nestled in the heart of the Cotswold countryside, in a stunning 105-acre estate. With around 350 pupils, the School remains deliberately small as it provides the perfect balance of academic rigour delivered in a vibrant and nurturing environment. Founded in 1886 by Christian philanthropist Charles Edward Baring Young, Kingham Hill School has educated generations of students, and it prioritises development beyond the classroom to ensure that children leave as rounded young adults who will become happy and successful in their future lives.

When talking to pupils, parents and staff about what they love most about the School, the answer is usually 'community'. There is a tangible sense of friendliness and unity in a small school where all pupils are known and nurtured. The pastoral care offered within the houses ensures that every pupil has a team of caring professionals who are there to offer them the support and guidance they need. This is easily achievable as our boarding houses have an average of 25-30 pupils per house, which makes them like large families with everyone having the opportunity to play a part.

### **2. The Department**

The External Relations Department (comprising of Admissions, Marketing and Development) is typically the first point of contact for new parents and pupils, necessitating a professional and welcoming approach.



### 3. The Role

Since its foundation in 1886 Kingham Hill has been passionate about delivering a transformational education for those who wouldn't otherwise be able to access independent education. Ever since, we have provided opportunities for youngsters to thrive and flourish within our distinctive close-knit community, and we are committed to ensuring that a Kingham Hill education remains accessible to as many as possible in the coming years.

The role of Development & Alumni Engagement Lead would suit a passionate and creative individual, who is an efficient administrator and strong communicator, with an appreciation of the transformational impact of an independent school education. The post-holder will be responsible for the implementation of the alumni relations, development and fundraising activities of the School. They will be the key point of contact for alumni, ensuring that Hillians continue to feel part of the School community after they finish their education with us.

### 4. Principle Accountabilities

#### Alumni Engagement

- Act as the first point of contact for Hillians (the school's alumni community), managing enquiries and providing timely response to contacts.
- Manage the CRM database to ensure records for Hillians, donors, parents, staff and other supporters are maintained accurately and efficiently, and that data remains consistent, accurate and up to date.
- Seek to find and connect with KHS alumni and add them to social media channels and eTapestry.
- Build, strengthen and develop relationships with Hillians and friends of KHS.
- Plan and manage the annual programme of events, activities, and communications for the Hillian community.

- Actively update information to the KHS Archive drive with photographs and historical documents, and organise the physical KHS Archive material at KHS.
- Provide tours for alumni, former parents and members of staff returning to visit the School.
- Act as the Chair (ex-officio) of the Hillians' Association and represent the School at Hillians' meetings and events.
- Work with the Head of Sixth Form to increase alumni and parent engagement with careers and mentoring for pupils at KHS.
- Induct leavers at the end of each year to become Hillians and ensure their contact details are added to the eTapestry database.
- Work to establish a flow of communication with school leavers and young Hillians (through university and beyond), with a specific focus on leavers since 2010.
- Update social media channels with news for Hillians across Facebook and LinkedIn, and write and update articles for the alumni News section of the KHS website.

### **Fundraising & Stewardship**

- Write and implement the school's Fundraising Plan, in line with the strategic vision of the School.
- Deliver major gifts (£25k+) from a range of stakeholders including individuals, trusts, foundations and corporates.
- Carry out research and identify opportunities for fundraising with trusts and foundations.
- Write compelling cases for support which can be used for proposals/applications for trusts, foundations, corporates and individuals to secure funding.
- Ensure potential donors are kept informed of wider developments at KHS.
- Manage and promote the legacy fundraising programme.
- Manage and promote the Founder's Pupils fundraising programme.
- Solicit donations from alumni and donors for specific projects and for general development using various methods including social media, direct mail, letters and events.
- Develop impactful stewardship strategies to maintain high levels of donor retention.
- Ensure that appropriate systems, software and data processes are in place for gift administration and gift acknowledgement to cultivate and steward donors at all levels.
- Maintain and manage appropriate software to track, monitor and report on financial targets which includes coordinating with the Bursary to reconcile donations including standing orders and direct debits as well as claim Gift Aid annually.
- Ensure that all development activities follow best practice and are compliant with guidance from the Fundraising Regulator and all relevant law – including data protection legislation and Gift Aid rules.

### **Events**

- Develop, promote and manage a broad programme of for alumni and other supporters of Kingham Hill School (including reunions, Chill on the Hill and Hillian committee meetings).
- Successfully deliver events ensuring all associated requirements (i.e. catering, parking, speakers) are in place and that procedures are adhered to.
- Deliver all events on budget (as set by the Director of External Relations) and on time, carrying out post-event evaluation, reports, photos and database management.
- When appropriate, attend general School events to make connections and build the parent giving community.

### **Communication & Administration**

- Raise awareness and profile of fundraising at KHS and foster a culture of giving to the School.

- Work with the Marketing & Communications Executive to prepare and distribute the regular Alumni magazine, doner newsletter and any other literature required by the Development Office (including compiling and editing e-newsletters, invitations and annual Hillian materials).
- Build a portfolio of alumni profiles for use in promoting the School. Undertaking interviews for magazines and managing Hillian news and updates.
- Develop relationships with alumni/development professionals in other schools to share best-practice and network.
- Support the wider External Relations Team as and when required.

### Additional Requirements

This job description provides a guide to, and general description of, the duties and responsibilities of the role. It is not exhaustive and other related tasks may from time to time be reasonably be requested by the Director of External Relations.

## 5. Person Specification

Requirement	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised professional qualification in fundraising / development.</li> </ul>
<b>Experience/knowledge</b>	<ul style="list-style-type: none"> <li>• Proven experience of fundraising / development / marketing / communications</li> <li>• Knowledge of theory/practice of fundraising and alumni relations.</li> <li>• Proficient in the use of MS Office, especially Word and Excel.</li> <li>• Experience of working to tight deadlines.</li> <li>• A sound knowledge event organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an Independent School Development and Alumni Relations Department.</li> <li>• Experience of writing and submitting Trust and Grant applications</li> <li>• Working knowledge of a CRM system</li> <li>• An understanding of the UK educational system, including National Curriculum and 11+ exams.</li> </ul>
<b>Key skills</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communications skills.</li> <li>• Strong organisational skills and the ability to work independently.</li> <li>• Excellent attention to detail and accuracy.</li> <li>• Excellent research skills</li> <li>• The ability to write well with a good command of written and spoken English and grammar.</li> <li>• The ability to proof read with excellent accuracy and attention to detail.</li> </ul>	

	<ul style="list-style-type: none"> <li>● The ability to manage workload and prioritise tasks.</li> <li>● The ability to learn how to use new software.</li> <li>● The ability to think creatively and solve problems.</li> <li>● Discretion and the ability to deal with confidential information appropriately.</li> </ul>	
<b>Personal Attributes</b>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>● be an excellent communicator.</li> <li>● have a professional, helpful and friendly approach in order to ensure a positive image is conveyed.</li> <li>● be motivated with drive and enthusiasm.</li> <li>● be reliable and flexible with a “can-do” approach to all duties and responsibilities.</li> <li>● be resilient and able to cope with the rigours of a busy school environment.</li> <li>● have a clear understanding of working with other team members.</li> <li>● be able to stay calm under pressure.</li> <li>● be diplomatic, discreet, confidential and professional at all times.</li> <li>● be committed to the Kingham Hill School Trust’s values and ethos.</li> </ul>	

## 6. Benefits

- Free staff lunches/meals when on duty
- Free on site gym membership, pool and leisure facilities
- 25 days annual leave per annum plus bank holidays (pro rata)
- Professional Development Opportunities
- A strong sense of community among staff, students, parents, and the wider community
- School fee reduction scheme for dependents of employees
- Other benefits including occupational sick pay, generous pension scheme, death in service benefit etc

## **7. Additional Information**

- This role is a 30 hour per week part-time position.
- Usual hours will be 9:00am-5:00pm 4 days a week, with a 30 minute unpaid lunchbreak. There would be scope to spread the hours over 5 days if preferable.
- Due to the specific demands of the role, the postholder will need to be flexible in terms of working the occasional Saturday (up to 6 per year) and/or evenings as events dictate. These hours can be worked flexibly out of the weekly hourly total. There may be occasions where Time off in lieu (TOIL) or pay at basic hourly rate will be offered at the discretion of the Director of External Relations. TOIL may be allocated across school holiday time.

## **8. All staff are required to acknowledge:**

All Kingham Hill School employees have a responsibility towards the safeguarding of our pupils' welfare regardless of their role at the School.

The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy, and other related policies, for promoting and safeguarding the welfare of children and young people. If, in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Officer.

*Kingham Hill School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment. This appointment is subject to relevant checks in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, internet search, employment history and reference checks, medical checks, and international criminal record checks where required.*