



BOOTHAM
SCHOOL
AGES 3-18



Recruitment of
DIRECTOR OF DEVELOPMENT
BOOTHAM SCHOOL, YORK



WELCOME FROM THE HEAD

This is a once-in-a-lifetime career opportunity to join a dynamic and highly engaged team and scope the strategic potential for development at Bootham.

Working closely with the Head, the Director of Development will help shape the development vision and strategy, and will devise a compelling case for support to engage the Bootham community. The school is committed to broadening social impact by offering an increasing number of bursaries, as part of its wider strategic development, alongside its extensive capital development programme.

The successful candidate will have a track record in engaging stakeholders and soliciting major gifts. You will be able to take a strategic view and will have worked collaboratively as part of a senior leadership team. You will be highly articulate, persuasive, and able to inspire and engage different audiences. Not only will the successful candidate be passionate about the power of education and the value of transformational bursaries, they will also bring creativity and integrity to the role.

You will have experience in fundraising in an educational or charitable setting, and/or have worked in a commercial environment working to financial targets, and will have an affinity with independent education.

Working alongside the Director of Alumni Relations, and with a range of staff across the school you will know how to get the best from others and have the qualities to empower the Development to succeed.

This position is a unique opportunity for someone who thrives on innovation and growth and enjoys working closely with a committed senior leadership, to join Bootham at the start of a new chapter in its development work and make a real difference to the lives of young people.

Deneal Smith
Head



THE DEVELOPMENT OFFICE

This is a new role, working alongside the current Director of Alumni Relations and a part-time Development Assistant. The office is about to move to a new space in the heart of the school, reflecting its growing importance.

Over the past few years, the Development Office has:

- Organised the school's 200th anniversary celebrations (in 2023)
- Increased fundraising towards SpringBoard Bursaries
- Supported a number of small and medium-sized capital projects in the school.

The new post-holder will help to advise on the capital projects scheme for the next decade.

TRANSFORMATIONAL BURSARIES

In 2024 Bootham accepted its first SpringBoard student. The Head and Governors are committed to developing the transformational bursary programme, with a focus on looked-after children, other young people who are care-experienced and those who are otherwise who are subject to significant financial hardship. Working with SpringBoard (RNCSF) and local Virtual Schools, the plan is to grow this programme over the next five years.



JOB SPECIFICATION

Reporting to the Head and working alongside the Director of Alumni Relations, the Director of Development has overall responsibility for the leadership and management of all fundraising at Bootham School and Bootham Junior School.

- Develop and implement a fundraising strategy which raises additional income in support of the school's aims and ambitions
- Create and tailor a compelling fundraising case for support which appeals to the breadth of the Bootham Community
- Manage a systematic research programme that continues to identify new prospective major donors to Bootham
- Construct a pipeline of prospective major supporters and work closely with the Head to develop key relationships
- Execute a stewardship programme for existing supporters which demonstrates effectively the impact of their philanthropy
- Develop and manage a legacy giving programme which encourages parents and alumni to consider leaving provision for Bootham in their Will
- Produce high-quality publications and collateral to support the school's fundraising and wider engagement efforts
- Curate and manage an annual programme of engagement and fundraising events and communications for parents and alumni
- Oversee the school's development database, ensuring constituent data is stored, updated and retained in line with the school's data policies
- Oversee a regular/appeal giving programme which promotes a culture of charitable giving at Bootham
- Foster positive relationships with key parent and alumni groups within the Bootham Community
- Manage the financial processes of the Development office
- Ensure that all fundraising activity is compliant and ethical, developing and improving policies and procedures as required
- Oversee the future development of the Team.
- Sit on key Governor committees and report regularly on fundraising performance
- Sit on the Bootham Leadership Meeting, playing a role in the wider management of the school.

THE PERSON SPECIFICATION

	Essential	Desirable
Membership of Institute of Development Professionals in Education and/or the Institute of Fundraising/CASE Europe		✓
Educated to degree level or equivalent		✓
Evidence of successful fundraising at a senior level	✓	
Experience of significant major gift fundraising, personally soliciting six-figure gifts	✓	
Demonstrable experience of planning and implementing development strategies	✓	
Experience of using and maintaining CRM databases	✓	
Knowledge of British charity law and charitable tax law	✓	
Knowledge of data protection legislation and the Fundraising Regulator Code of Practice	✓	
Highly developed interpersonal and persuasive communication skills, both written and spoken	✓	
Excellent IT, budgetary control and office management skills	✓	
Evidence of managing major events and fundraising overseas	✓	

PERSONAL ATTRIBUTES

- Resilient, enthusiastic, positive, confident, and empathetic person who enjoys meeting people and creating long term relationships
- Creative initiator who sees plans through to completion
- Opportunist networker who enjoys seeking out opportunities for the School and the wider Bootham community
- The ability to lead by example, empower others and command respect, both within the Schools and in the wider Bootham community
- The ability to work independently and collaboratively as a team member
- An accomplished communicator at all levels
- A flexible, results-focused approach to targets, combined with a keen eye for detail and the ability to manage a significant and varied workload
- High levels of tact, diplomacy and integrity
- A strong belief in the value of independent education, an understanding of schools as businesses and a genuine identification with the Quaker ethos

Due to the demanding nature of the role, it is expected that the successful candidate will live, or be prepared to relocate to, within 30 minutes of travel to York. The role will also entail regular attendance at evening and weekend events and international travel.

BOOTHAM COMMUNITY

The Director of Development would be expected to work with on the following committees and groups alongside the Director of Alumni Relations:

- **Bootham Old Scholars Association (BOSA)** – the alumni association of Bootham School. The club administration, website, CRM, events and members' communications are managed by the Development Office
- **Bootham School Association (BSA)** – the parents and friends association. The association administration, website pages, events and members' communications are managed by the Development Office
- **Bootham Junior School Association (BJSA)** – website pages and members' communications are managed by the Development Office

BENEFITS & SALARY

Bootham School has its own salary scale and pay policy. The full time equivalent starting salary on the Bootham scale will be dependent on experience and skills, with a starting salary of £51,174 per annum.

- Pleasant working environment close to York Minster and the historic city centre of York
- Excellent lunches and refreshments provided free of charge
- Generous school fee discount for staff children
- A strong commitment to support staff professionally and personally
- Free annual flu jab
- Free, year-round on-site parking
- A friendly, supportive and inclusive staff room
- An employee assistance programme for staff and immediate family
- Generous Pension Scheme – We offer competitive employer contribution rates
- Salary sacrifice opportunity to assist in bicycle purchase (plus covered, secure bike sheds to park them in)
- Payment of professional subscriptions to approved professional institutions
- Use of fitness suite and swimming pool



THE APPLICATION PROCESS AND TIMETABLE

Please see the 'Instructions for Completing the Application Form' and our Safer Recruitment Policy for more information regarding our processes <https://www.boothamschool.com/vacancies/>

Application forms can be downloaded from: <https://www.boothamschool.com/vacancies/>

Completed application forms should be returned to: recruitment@boothamschool.com

Closing date for applications:

9:00 am on Monday 3 February 2025

Interviews: 10 February 2025 in York

For further information regarding the role and recruitment process contact Alison Paterson, HR Manager (alison.paterson@boothamschool.com):

+44 (0)1904 683745

Applications to:

recruitment@boothamschool.com

To find out more about Bootham School please visit our website at: www.boothamschool.com

Bootham is committed to safeguarding and promoting the welfare of children and young people and any offer of employment is subject to an Enhanced Disclosure check (DBS) and other satisfactory safeguarding checks including references and social media checks.



ABOUT OUR SCHOOL

Founded by local Quakers in 1823 to educate their sons, Bootham is now a coeducational day and boarding school for students aged 3 – 19 in the centre of York. There are currently around 640 students at our junior and senior schools who, together with over 200 teaching and support staff, make up the Bootham Community.

The senior school is housed on Bootham, very close to the ancient city walls and Bootham Bar, a stone's throw from the Minster. Buildings range from elegant eighteenth and nineteenth century town houses along Bootham, to a stunning new Arts Centre opened in 2014. At the heart of the school – geographically and spiritually – is the award winning 'brutalist' 1960s meeting hall, where we meet for Quaker worship at least three times per week. Although a prime city centre site, the grounds are extensive and the overall impression created is one of space, calm and style; an oasis from the city outside.

The junior school is on a separate site nearby, having moved into purpose-built premises in 2002.

Approximately 100 students live in our three boarding houses, and comprise full, flexi and occasional boarders from at least 14 nationalities. While boarders are fully integrated into the daily pastoral structures of the school, the fact that we are a boarding school shapes the pace, structure and many of the priorities of the school's life. Boarding adds a richness and diversity to the community from which we all benefit.

Bootham is part of a community of nine Quaker schools in the United Kingdom and Ireland and many more worldwide. The schools in the British Isles collaborate together closely in a number of ways.



THE AIMS OF A BOOTHAM EDUCATION

In pursuing our vision and in seeking to promote the purpose of a Bootham Education we set ourselves the following aims:

- We aim to continue to grow and further develop a thriving community that reflects Quaker principles and practices, helping each individual to grow to recognise and develop 'that of God' in themselves and in other people
- We aim to help all students to become the best person that each can be and to achieve the best of which each is capable
- We aim to promote habits of hard work, self-regulation and the meeting of high standards of personal conduct in all aspects of work and relationships
- We aim to develop our students into genuinely good people who are reflective, who seek truth and light, and whose lives speak with integrity of positive, pro-social values
- We aim to promote kindness, a questioning spirit, humility, and a deep sense of social responsibility, as well as both the courage and confidence to speak up, and to work to build a better world
- We aim, as staff, to model to our young people the qualities and values that we aspire for them to hold, and to do so with patience but in the expectations of high standards, seeking for – and helping them to seek for 'that of God' within them.

- We aim, as an employer, to provide a stimulating, fair and supportive working environment in which all employees understand the role they play in building a better world and know that they are valued for playing it

In sympathy with these aims, the Governors have recently approved a pivot towards transformational bursaries which can support young people who are care-experienced or from deprived backgrounds, for whom a Bootham education would change their lives. We work with SpringBoard (RNCSF) and local virtual schools to identify suitable applicants and are now seeking to grow our programme through an expanded philanthropy campaign.



LIVING AND WORKING IN YORK

York is a city with a rich history dating back to Roman times. It is known for its well-preserved medieval architecture, including the iconic York Minster, the city walls, and the Shambles.

The city has a vibrant cultural scene with many museums, galleries, theatres, and festivals throughout the year. Whether you enjoy exploring historical artefacts or attending contemporary art exhibitions, York offers a diverse range of cultural experiences. The city has a strong community spirit, and residents take pride in their local identity.

York consistently ranks high in quality of life surveys. It is a relatively small city compared to others in the UK. Known for its green spaces, parks, and the picturesque River Ouse, the Dales, Moors and Coast are all within easy reach.

The city's educational institutions from primary to tertiary level are well-regarded, and the presence of universities contributes to a dynamic and intellectually stimulating environment.

York's central location in the UK makes it well-connected by rail and road. The city's railway station is a major hub, providing easy access to other major UK and international cities.





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49-57 Bootham, York YO30 7BU

Tel: 01904 623261

www.boothamschool.com