

Appointment of Philanthropy Officer (Individual Giving)

Role September 2026



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The Role

OVERALL PURPOSE OF THE JOB:

To manage and deliver all entry-level and mid-level fundraising campaigns. This role oversees the execution of all annual, capital, and project-based mass appeals across print, digital, and telephone channels. By driving these multi-channel campaigns, the position actively engages Upper and Prep school constituencies, including current and former parents, Prep families, and alumni (Latymerians).

REPORTING TO:

Head of Philanthropy

Responsible for: No direct staff reports. Direct shared accountability with the head of philanthropy for achieving financial targets across all assigned annual, capital, and project-based campaigns; shared accountability for meeting new legacy notification numbers and year-on-year growth targets for the 1624 society legacy programme; and tracking multi-year donor pipeline milestones.

Key Relationships: Head of Philanthropy, Director of Development, Foundation Office, Latymerian Councils, Upper and Prep schools, current parents, prep school families, alumni (Latymerians), and former parents.



KEY RESPONSIBILITIES:

Mass Appeals: Oversee annual, capital, and project-based fundraising appeals across both Upper and Prep schools. This includes targeting current parents, Prep School families, alumni (Latymersians), and former parents.

Financial Target Accountability: Share direct accountability with the Head of Philanthropy for achieving financial targets across all assigned annual, capital, and project-based campaigns.

Multi-Channel Delivery: Deploy regular campaign appeals across direct mail, digital channels, and telephone campaigns.

Donor Relationship Support: Confidently conduct occasional face-to-face meetings with diverse supporters to help cultivate relationships throughout the giving cycle.

Fundraising Copywriting: Write clear, compelling copy for fundraising emails, social media posts, telephone scripts, and direct mail appeal letters.

Legacy Campaign Delivery: Spearhead the marketing and operational rollout of the 1624 Society legacy giving programme. Share direct accountability with the Head of Philanthropy for meeting new legacy notification numbers and year-on-year growth targets.

Legacy Stewardship Events: Schedule, organise, and plan the annual 1624 Society Tea, coordinating pipeline targets and strategic initiatives like will writing seminars.

Alumni Relations: Manage administrative tasks related to the international Latymersian Councils to support our global alumni chapters.

Pledge Administration: Oversee the tracking of multi-year "Class of" parent collective pledge commitments.

Segmentation: Build and segment targeted donor distribution lists within the database to support mass marketing appeals for both direct mail and digital channels.

Digital Campaign Administration: Oversee campaign tracking links and ticketing portals for fundraising events, and coordinate with the web team to maintain updated internal donation forms.

Campaign Events & Regular In-Person Support

Event Support & Hosting: Maintain a regular, active in-person presence to run guest sign-ins, manage reception desks, handle physical venue setup, and support post-event tear-downs for all philanthropy-led events.

Team Assistance: Remain available to assist with other non-philanthropy events across the department on an as-needed basis.

The Person

PERSON SPECIFICATION

Essential:

- **Experience:** 1–2 years working in an operational fundraising, communications, or database administration environment.
- **Relationship Building:** High emotional intelligence (EQ) with the confidence to engage, mingle, and build rapport in person with supporters from diverse backgrounds.
- **Communication Skills:** Strong copywriting skills, with the ability to create persuasive messaging that inspires mass donations.
- **Technical Skills:** Experience running standard data entries and pulling basic criteria reports from a CRM system (e.g., Raiser's Edge); proficiency in MS Office and/or Google Workspace.
- **Key Traits:** Highly methodical, detail-oriented, driven by process accuracy, and physically willing to pitch in with practical event work.

Desirable:

- **Sector Knowledge:** Experience working within an independent school development office, higher education, or structured charity environment.
- **Fundraising Expertise:** An understanding of UK charitable giving incentives, including Gift Aid optimization and regular giving administration.
- **Systems Confidence:** Confidence using database reporting tools or handling basic Raiser's Edge/NXT data segmentations.



Additional Information

SALARY

Circa £32,000 per annum dependent on experience.

HOURS

37.5 hours per week Monday to Friday. Actual working hours to be agreed with your line manager between the core hours of 8.00 and 5.00 pm.

ANNUAL LEAVE

Annual leave of 33 days per year including bank holidays, rising to 38 days per year including bank holidays after five years of service. *(please note that annual leave must be taken during the school holiday periods)*

DRESS CODE

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, you are required to look smart in appearance.



Application

TO APPLY, PLEASE VISIT OUR DEDICATED RECRUITMENT WEBSITE

Latymer.ciphr-irecruit.com

Further information on Latymer Upper School is available via the school website.

The **closing date** for applications: **9am**

Thursday, 17 September 2026

INTERVIEWS. THURSDAY, 24 SEPTEMBER 2026

DIVERSITY

The School is fully committed to the principles of equal opportunity, diversity and inclusion. We have an established and representative staff Equality and Diversity Board to help drive forward positive change. A further Equality and Diversity Committee has recently been formed from our student population.

We are committed to attracting and retaining the very best staff, ensuring that our staff body reflects the diversity of our students and local community. Acknowledging a lack of ethnic diversity within our staff community, we particularly encourage applications from Black, Asian and Minority Ethnic candidates for this role. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the School may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, online check and two satisfactory references.



Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of "eight poore boyes" from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,220 girls and boys from all over West London and beyond, and a further 169 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer 'buzz' and energy that permeates the whole school; it's innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 80% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win places at Oxbridge; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants go to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

THE LATYMER FOUNDATION

The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The foundation is a separate charitable trust and, through the work of the foundation, the school has had considerable success in recent years in raising funds for additional means tested bursaries.

In September 2017, the Latymer Foundation publicly launched an ambitious new fundraising campaign – *Inspiring Minds* – ahead of the 400th anniversary of the School in 2024. The target was to raise at least £40m in order to build the school's endowment and to enable Latymer upper to offer 1 in 4 pupils a fee-assisted place. The campaign closed in 2024 having raised close to £50m.

Latymer's ultimate ambition is to ensure that any child is able to access a Latymer education regardless of their financial circumstances. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents. Since last September, thanks to the campaign and the ongoing generosity of the Latymer community, 1 in 4 of our students are in receipt of bursary support worth an average of 83% of fees.



Please click to find out more about our Bursary programme

BURSARY PROGRAMME

www.latymerfoundation.org/bursaries/bursaries

PARTNERSHIPS

www.latymerfoundation.org/partnership-programmes

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

THE AIMS OF LATYMER SCHOOL

- 1 To provide an opportunity for academically able students from all walks of life to develop their talents to the full
- 2 To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum, supported by a wide range of extracurricular activities, thereby giving all children the opportunity to excel in both their academic studies and their extra-curricular activities
- 3 To encourage independence of thought and approach in the pursuit of excellence in all activities
- 4 To educate our children into a recognition of their wider social responsibilities, particularly through educational activities including community links and partnership schools, to prepare them to become active citizens within their community
- 5 To maintain a focused environment within which an awareness of the needs of others and respect for all members of the community – children, teachers, support staff and parents – is paramount
- 6 To recognise and celebrate the richness and diversity of the range of cultural, religious and social backgrounds within our school community
- 7 To encourage in all Latymerians a pride in their school and the wish to exemplify to the world our values of tolerance, respect and intellectual curiosity
- 8 To inspire a love of learning and of life. Through support, guidance and encouragement we seek to nurture self-confidence and resilience in our pupils to enable them to achieve to the highest academic standards, to find self-fulfilment and to be happy



Team Biographies



Chris – Head of Careers

I've worked at Latymer for three years. My mother-in-law saw the advert online and suggested I consider it. As my father-in-law attended Latymer Prep and his father attended Latymer Upper, it was as if fate was encouraging me to apply. I am Head of Careers and the department has two overriding objectives: to introduce students to experiential learning through career-related events and to deliver quality advice and guidance on their decisions; whether academic or vocational. The working environment, professionalism and friendliness of the staff are something I have not experienced anywhere else. It's a challenging, supportive and invigorating place to work. Individual expertise is recognised and appreciated.



Saanya - Head of International University Advising

I work with Latymerians across the Lower and Upper Sixth Form on their applications to international universities and empower them to make informed decisions about their futures. I also help to manage and build partnerships with universities around the world, which is something that I especially enjoy, as I have lived in five different countries myself. I had never worked in a school environment before Latymer, as I was previously an independent university advisor, but I love the energy that I experience here everyday. The students are self-driven, curious and I am constantly learning from them.



Michelle – Payroll & Purchasing Manager

I carry out many roles in Finance but my most important is to make sure we all get paid. I really enjoy helping people get their pensions sorted out. I worked in finance when I left school but did A levels at night school, followed by a degree in Ecology and Populations Genetics then a Phd at the Zoological Society in Conservation Genetics. I love Science!

Location

ADDRESS

237 King Street Hammersmith

London
W6 9LR

England

W www.latymer-upper.org

T 0208 629 2024

NEAREST UNDERGROUND STATION

Hammersmith (District, Piccadilly and Hammersmith and City Lines) Ravenscourt Park (District Line)

BUS ROUTES

To Hammersmith Broadway:

9,10,27,33,72,190,209,2
11,220,266,283,295,391,419

DRIVING

There is no parking on site and we therefore recommend using public transport when travelling to the School

ON ARRIVAL

Please report to security at the main entrance on King Street



**LATYMER UPPER
& PREP SCHOOL**
HAMMERSMITH