



LORD
WANDSWORTH
COLLEGE

· HAMPSHIRE ·



Lord Wandsworth College
Philanthropy Manager

Candidate Pack



Role Profile

Directorate:	Philanthropy & Alumni Relations (PANDA Team)
Responsible to:	Director of Philanthropy & Alumni Relations
Location:	On Campus (occasional remote working)
Contract:	Full time, Permanent Some evening and weekend work required (for which time off in lieu will be given)
Salary:	£35,000 to £45,000 depending on experience

Benefits

We offer a vast range of staff benefits including:

- Contributory pension scheme
- Fee remission for children
- Enhanced family friendly policies including support for emergency time off for dependants
- Friends and Family referral scheme (£250 for each referral)
- State of the art, restaurant quality hot and cold food available
- Give as you earn and staff volunteering day
- Death in service scheme - 4 times your annual salary
- Use of wide-ranging school facilities - swimming pool, tennis, walks, trails etc
- Excellent social and sporting events for staff within the school

Role outline and purpose

As part of the PANDA Team, you will play a pivotal role in shaping the future of LWC's philanthropic ambitions. Your work will directly contribute to increasing funds for our Foundation, capital projects, and other strategic priorities, ensuring we can continue to provide life-changing opportunities for our pupils. Your energy, creativity, and a hands-on approach will deliver exceptional donor experiences and inspire a culture of giving across the LWC community, helping to drive a step-change in sustainable philanthropic income through regular giving, legacy gifts, challenge events, and mass participation initiatives.

Role responsibilities

- Manage and further develop the Legacy programme, including the 1912 Society
- Manage and further develop the Regular Giving programme, including the Quercus Club
- Plan and Manage Mass Participation initiatives e.g. Giving Days
- Plan and Coordinate Fundraising Challenge Events (overseas and U.K)
- Produce and distribute compelling, story-led materials to support fundraising initiatives and campaigns
- Working with the Director and Senior Philanthropy Manager, manage and develop our donor stewardship programme and further enhance our thanking strategy, ensuring an exceptional donor experience, helping to foster strong, long-term relationships and ensuring excellent donor retention. This will include running innovative donor events and initiatives, and producing donor newsletters, impact reports and updates (electronic and printed) etc
- Manage gift/pledge processing procedures, ensuring donations are administered and donors thanked in a timely fashion, ensuring records are kept up to date on the CRM database (E-Tapestry), ensuring data is GDPR compliant and accurate
- Carry out monthly donation reconciliation and update database
- Work closely with the Director to set ambitious, but achievable, activity and income targets on an annual basis, providing them with regular updates on progress to report to the Governors and SLT
- Work collaboratively with other colleagues across the College to deliver exceptional donor experiences
- Ensure interactions motivate donors, enhance the College's overall reputation, and foster lifelong engagement from across the LWC Community
- Monitor fundraising trends and contribute to the continuous improvement of LWC's philanthropic initiatives

Person Specifications

- Minimum of 3 years demonstrable experience in a fundraising or client facing sales or marketing role (or similar)
- Event and/or project management experience
- Knowledge of CRM databases, including segmentation & targeting for personalisation and analysis

Behaviours and competencies

- A collaborative team player who can also work independently
- Discreet and professional, with a commitment to confidentiality
- Hold a strong understanding of the importance of Safeguarding and Child Protection
- Demonstrate commitment to diversity and inclusion practices
- Demonstrate a commitment to the values of LWC
- Be proactive in matters relating to health and safety
- Passionate about the transformative impact of education
- Outstanding written and verbal communication skills, with experience of using stories to craft compelling narratives that will inspire giving
- Highly organised with the ability to manage competing priorities whilst remaining calm and resilient

Key Stakeholders

- Sternians and LWC Parents
- Headmaster

This role profile is not exhaustive and will be subject to review. It may be amended to meet the changing needs of the college.



Lord Wandsworth College

A different kind of school for a wonderfully open world

Uncertainty is a gift to those with a wide perspective, an open mind and the space and the safety to explore. Our job is to widen students' worlds so nothing is beyond their grasp.

We've been 'widening worlds' since 1922, when LWC was founded by Sydney Stern (Lord Wandsworth) to support orphans. In those days, this widening of worlds was very much a response to the fact that orphans' worlds had contracted or collapsed very suddenly. The school expanded their opportunities, connecting them - via our vast acreage and farmland - with a path into agriculture.

These days, the future is far less known; vocations harder to predict. And so the need to widen worlds is more profound. We support and inspire students, around 700 of them, to be able to forge their own futures, each one more exciting and extraordinary than any goal they could have envisaged at the start. Wonderfully, our students' successes make our world bigger too.

Appointment process and how to apply

Please apply via our LWC website.

The closing date for applications is midday 20th March with interviews taking place on 31st March.

Early applications are recommended. The college reserves the right to close the role early.

Should you wish to discuss the role in strict confidence please feel free to contact Samantha Corfield, Director of Philanthropy & Alumni Relations via corfields@lordwandsworth.org

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed to ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

Lord Wandsworth College is a registered charity (Number: 1143359) providing outstanding caring education for boys and girls since 1922.



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