

## JOB DESCRIPTION

<b>Title:</b>	<b>Fundraiser</b>
<b>Hours:</b>	Initially one day a week, reviewed after 2 months
<b>Responsible to:</b>	Headteacher

### Job Purpose

To develop and implement the school's fundraising strategy, sharing expertise and developing a strong fundraising-foundation for the school to build upon. To create new leads, research and make initial contact with donors, making introductions and advising school staff on next steps. To develop systems for tracking fundraising activities and maintaining relationships with donors, advising the school on best practice.

### Key Targets

1. To secure between £250K and £450K to enable the school to purchase a new boarding building, by January 2027.
2. To secure donations between £100K and £200K per annum to support the school's outreach and enrichment activities.
3. To develop systems for tracking and managing fundraising activities and sustaining relationships with donors.

### Main Responsibilities

1. Identify funding opportunities and work in partnership with school staff and governors to realise these.
  - a. Develop a deep understanding of the school, its mission, its unique offer and its fundraising needs.
  - b. Develop a comprehensive understanding of funding opportunities with trusts and companies that align with the school's goals.
  - c. Research potential donors to understand their motivations and complete due diligence to ensure they are suitable partners for the school.
  - d. Approach suitable donors to determine the likelihood of success.
  - e. Introduce school staff and/or governors to promising prospects and provide guidance on best practice in managing these relationships.

- f. Prepare and submit bids for funding, collaborating with school staff where appropriate.
2. Develop systems for managing fundraising activities and support the school's developing fundraising strategy
- a. Review fundraising activities completed to date and the associated records
  - b. Develop a streamlined system for recording prospects, tracking activities, noting outcomes and managing partnerships
  - c. In collaboration with school staff, develop a timetable of proposal submissions across the year
  - d. Advise the school on best practice to sustain relationships and cultivate new ones, ensuring appropriate written communication and events are planned, tracked and meaningful
  - e. Review the school's fundraising strategy and in collaboration with governors and school staff, contribute towards its refinement