



Director of Development
Full time (1 FTE)
Salary - competitive

Reporting to the Chief Executive Officer, the Director of Development will work with the CEO, Head of College, Chief Operating Officer and the Council to support the development and delivery of the Clifton College Education Group's Strategic Plan. You will bring together alumni and community engagement with fundraising to ensure that the interests of each group are met under a consistent approach. You will play a key part in the day to day running of the Group by being an active and supportive member of the Executive team in the delivery of our strategy.

About Clifton College and the Education Group

The Education Group's vision is to prepare every pupil for the rapidly changing modern world.

The Clifton College Education Group comprises the College, Tockington Manor School and the English Language Centre (Bristol). Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

The Education Group is a progressive educational family whose members share similar values and goals, with a shared ethos for pupils and colleagues alike.

Our mission is based on our belief that character is as important as capability. We will improve the education and lifetime opportunities for each individual, enabling them to play their part in the global community, living in a sustainable, digital world. Through our exceptional pastoral care, we will keep pupil welfare and safeguarding at the heart of everything we do.

It is not only our educational and co-curricular provision that differentiates Clifton from its competitors, but the purposeful location of the College by its founders at the heart of a community in Bristol. This a key element of our school's character. Clifton has a place at the heart of its community and needs to live into its role in Bristol as an educator, an employer and as a driver of growth and progress in the local economy.



Not only does this make us special, it will sustain us into the future as part of the fabric of Bristol.

The importance of our strategy to 2030

The Education Group's strategy is our guide to navigating the years to 2030 and achieving the Group's purpose.

The strategy matters for all our stakeholders:

- For our **pupils** – to make sure that our offering is leading, relevant and future-facing. That it really does prepare each one of them for the rapidly-changing modern world.
- For our **current parents** – we need to remain affordable and the best choice they could make at each stage of their children's education.
- For our **future parents** – we need the Group to grow and to reflect the diversity of our enlarged community, and the Group's schools need to remain available to their children at all stages of their education. We will need clear admissions and scholarships policies across the Group to help parents make the right choices.
- For our **colleagues** – a sustainable package, work-life balance, contributing value through their talents, opportunities to progress, and a sense of belonging and community.
- For our **whole community** – we need a balanced strategy that maximises our income from our agreed school model, our commercial activities and our fund-raising to secure the long-term future of the College.
- To continue to invest in our facilities and systems for the benefit of our **pupils** and our **community**, we need to maintain clarity of purpose and direction in order to make the right long-term decisions.

The purpose of the role

- Setting a strategy and delivering on fundraising ambitions to meet the Group's capital, bursary and other funding needs and advance its fundraising activities for the future.
- Leading on brand development for the Education Group, including supporting the delivery of a new Group marketing and comms strategy in order to engage the diverse community and meet the strategic objective of ensuring that all our pupils, colleagues, Old Cliftonians, parents and



broader community across the Group are engaged to contribute to the Group's future success and growth.

- Leading the Development, Alumni and Community teams and creating annual operating plans, setting key performance indicators and annual targets as well as managing the appraisal process and on-going professional development of the team members.
- Representing the College and Group at various events when appropriate and be involved in the life of the College's students, staff, parents and alumni. Demonstrating strong budget planning and management skills, and strong data management skills underpinning the ability to make data-driven decisions which you communicate excellently in oral and written form.
- Working with consultants and a range of internal and external stakeholders to research, develop and coordinate an ambitious programme of community engagement projects and identify appropriate third-party funding opportunities.

Fundraising (70%)

- As an outward facing fundraiser, the role-holder will focus significant time on developing relationships with major donors and attracting six-figure plus donations to the College.
- Creating and delivering the Group's Development Strategy in line with the College's Strategic Plan and investment priorities; setting fundraising targets that include high net-worth giving, regular giving, legacy promotion, and trusts.
- Ensuring that all the appropriate systems, policies and protocols are in place to deliver sector best practice when it comes to management of gifts and data.
- Working with the trustees and committees of the Clifton College Development Trust, Polack's House Educational Trust and Clifton College Endowment Fund to ensure these giving vehicles to the College remain effective and support the strategic plan.
- Developing and managing a portfolio of prospects capable of making major gifts to Clifton College. Working closely with senior leaders (Head of College, CEO, COO) to personally secure major gifts, focusing on £250k plus in support of capital developments and academic priorities.



- Personally managing the relationships with Clifton’s most influential alumni and major donors based on best practice donor relationship management.
- Ensuring the Head of College and CEO have strong support for all major gift activity – supporting with high level donor meetings and travelling nationally and internationally to provide major gifts strategic support.
- Developing and implementing processes and best practice for donor cultivation, stewardship and recognition, including creating a seamless supporter journey and updating mechanisms for giving as needed.
- Developing and updating as needed the Clifton College Case for Support, in line with strategic priorities, in order to increase the philanthropic income for core projects and needs. Writing proposals and reports and ensuring that donors are updated as to the impact of their gifts.
- Reviewing, evaluating and implementing as necessary database provision within the Development Office, with respect to gift administration, managing pledges, pipeline management, financial reporting, events (both alumni and major donor) and to ensure the highest quality data is available for alumni relations and fundraising purposes.
- Monitoring, supervising and reviewing the design and coordination of the events programme, both for alumni and bespoke events for major donor activity, and attending events as appropriate (including at weekends and during evenings).
- Fostering a ‘whole institution’ approach to development through engagement with all College members, including staff, Council, alumni, parents and governors.
- Providing support to the Head of Tockington Manor School and to other future Group entities for database management, wealth screening, relationship cultivation and stewardship under the Group fundraising strategy. Providing leadership and expertise to TMS for the attraction of major gifts.



Alumni and Group Community (20%)

- Leading the Group's relationship with its diverse community to meet the strategic objective of ensuring that all our pupils, colleagues, OCs, parents and broader community are engaged and delighted stakeholders in our educational aspirations within a safe, progressive and planned environment.
- Working with the Old Cliftonian Society executive committee to share information and updates, and to hear feedback from the wider membership about the events programme and their experience as stakeholders in the College.
- Improving the systems and integration of the OCS operation and re-focusing the Community function to engage the whole Group community.
- Ensuring that all the College's development activities are compliant with relevant legal and regulatory requirements, including GDPR and health and safety.

Clifton in the wider community (10%)

- Future-proofing the Clifton College Education Group's brand through communication, collaboration and maximising the Group's impact through all its interactions.
- Supporting the development and delivery of the Group's Communications and Marketing Strategy which supports the Group's strategy and is aligned with advancement of the Group's brand.
- Promoting the Group's brand and visual identity and ensuring consistency with the strategic plan in all communications activity by the development, alumni and community teams.
- Working with consultants and a range of internal and external stakeholders to research, develop and coordinate an ambitious programme of community engagement projects and identify appropriate third party funding opportunities.

Required qualifications and experience

- Over 10 years' experience working at the highest levels in organisations
- Significant experience in working successfully with individuals working at the highest levels in a range of organisations, professions and settings



- Significant direct fundraising experience and proven track record of successfully managing relationships with major donors and securing six and seven figure gifts in a comparable environment.
- A proven track record in creating and delivering organisational strategies for sizable and complex organisations with a large number of stakeholders
- Significant team management experience
- Proven track record and significant experience of creating and delivering communications strategies including all aspects of the marketing mix; print, online/social media, web, press, political lobbying
- Proven track record of working on brands and visual identities

Characteristics and attributes

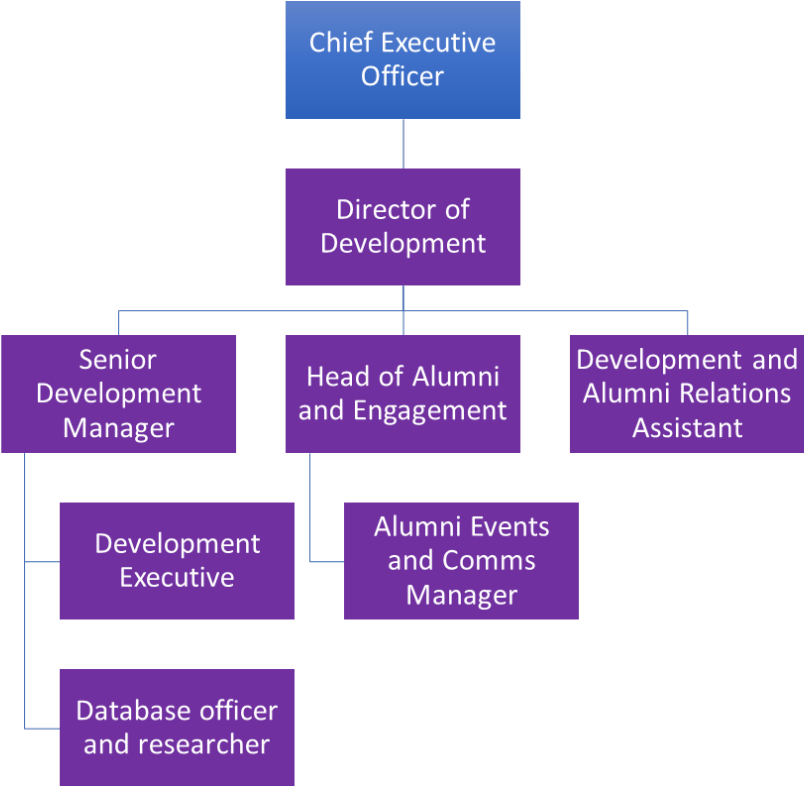
- Passionate about the power of great education
- Diplomacy, creativity and tact that is needed when working with senior members, development colleagues and prospective major donors.
- Capacity to apply innovative and practical problem-solving skills to create solutions to challenges
- Strong planning, organisation, and time management skills
- Enjoys helping organisations to flourish
- Values-driven
- Determined
- Collaborative approach
- Strong communicator – when presenting as well as in the written word
- Team player
- Generates loyalty and fosters great team spirit
- Works with integrity and in a respectful manner
- Ambitious for the organisation



- Relishes the big picture and has ability to work strategically in support of long-term vision
- Willingness to work out of regular hours and to travel

Your team

To note: The Senior Development Manager, Development Executive and Development and Alumni Relations Assistant roles are to be recruited once the Director is in post or with the early engagement of the incoming Director. This growth in the team will support delivery against our fundraising ambitions.





Our offer

- £ competitive salary
- Fee remission for children attending Clifton College
- 26 days' annual leave plus bank holidays
- Opportunities for career development
- Free holiday club for children up to and including Year 8
- Free lunch
- Onsite gym membership with swimming pool
- Pension scheme and life assurance
- Cycle to work scheme and pop up bicycle servicing
- Confidential counselling
- Employee assistance
- Wellbeing week

How we recruit and our commitment to Safeguarding

Clifton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. That's why we apply robust selection principles to our recruitment, in line with Keeping Children Safe in Education (KCSIE).

If you're invited to interview, you'll be asked to complete an application form (however we will accept your CV in addition to your application form). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role, you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked



to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975,2013 and 2020.

If you join us, we will provide regular training on Safeguarding, Equality & Diversity and Health & Safety legislation to ensure that you maintain an up-to-date knowledge of these areas.

Equal opportunities

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

In the first instance, send us your CV or a completed application form. If you submit your CV and you're invited to interview, we'll ask you to complete an application form at this stage, which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

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