



STRATHALLAN
SCHOOL

Opportunities for all to excel



Appointment of Development Manager— (Annual Fund and Regular Giving)



The Role

We are delighted to offer an exciting opportunity for a motivated and relationship-focused professional to join our External Relations and Development team as a Development Manager (Annual Fund and Regular Giving).

At Strathallan, we are proud of our warm, collegiate ethos, where every colleague contributes meaningfully to the life and future of our school. This position sits at the heart of our fundraising activity, strengthening connections with our alumni and parent community and nurturing the foundations of long-term philanthropic support.

This is a pivotal and rewarding role, leading the design and delivery of our annual fund and regular giving programmes, and ensuring that every donor enjoys a meaningful, high-quality experience. Working closely with the Alumni and Development Manager and the Director of External Relations and Development, you will play an important part in donor acquisition, stewardship, and the development of a strong pipeline for future major gifts — all in support of expanding access and opportunity for Strathallan pupils.

If you are an engaging communicator with excellent organisational skills, strong attention to detail, and a genuine enthusiasm for relationship-building, we would be delighted to hear from you.

Strathallan School

Strathallan School is a leading co-educational boarding and day school with an outstanding reputation for academic excellence, sporting achievement, and creativity in the arts. Situated in the beautiful Earn Valley, the School occupies a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is a short drive away, and convenient motorway links provide easy access to Edinburgh, Glasgow and the Scottish Highlands.

The campus combines traditional architecture with modern, purpose-built facilities. The main building, a Grade B listed property, was originally a private mansion and became home to Strathallan in 1920 when the School moved from its original 1913 site.

Strathallan's dedicated teaching and support staff work collaboratively across a range of departments including Administration, Finance, Domestic Services, Human Resources, Estates, Grounds, IT, External Relations, Catering, and Medical. Each department plays an integral role in ensuring the smooth and effective running of the School. The Head of each department (with the exception of External Relations) reports to the Bursar, while the Director of External Relations, like the Headmaster & CEO and the



Bursar, is a member of the School's Executive. The Executive Team also includes the Head of Senior School and the Head of Prep School, all of whom work together to ensure the effective leadership and strategic direction of Strathallan. Collectively, the Executive are accountable to the Board of Governors for all aspects of the School's operation and development.

Harry Riley & Strathallan's Values

Strathallan School's values are deeply rooted in the vision of its founder, Harry Riley. Born in 1888 in Bradford, Riley came from humble beginnings and, having been prevented from joining the Royal Navy due to colour-blindness, chose teaching as his life's vocation, despite not attending university, qualifying instead through the Licentiate of Preceptors. From the outset, and as something of a disruptor, he believed in education as a transformative force - one that nurtures character, uncovers potential, and inspires young people to achieve their best through knowing pupils as individuals and allowing them to enjoy education rather than promote the drudgery felt to be 'character building' at the time.



When Riley founded Strathallan in 1913, he established principles that remain at the heart of the School today: every pupil should be recognised and valued as an individual; education should be enjoyable and inspiring; hidden talents and character should be discovered and nurtured; and hard work is essential to achieving meaningful, lasting success. These guiding principles have created a culture of excellence, resilience, and innovation that continues to define Strathallan over a century later.

Building on this foundation, Strathallan looks to the future with a commitment to serving its community, broadening opportunities for its pupils, and leading strategic initiatives (educational, pastoral, cultural, sporting and commercial alike) that strengthen the School's impact as an educational charity fit for the 21st Century. The estate, facilities, and the programmes they allow are not only designed to support educational excellence but also to enable projects and initiatives that benefit the wider community, reflecting the school's mission to make a positive difference both locally and beyond.

The External Relations Team

The External Relations team at Strathallan brings together the areas of Admissions, Marketing, Development, and Alumni Relations, working collaboratively to promote the School's values, achievements, and distinctive character to a wide range of audiences.

The department plays a central role in sustaining and enhancing Strathallan's reputation both within the UK and internationally. Its work encompasses pupil recruitment, brand management, communications, community engagement, and the cultivation of meaningful relationships with parents, former pupils, and supporters of the School.



Led by the Director of External Relations, the team is dynamic, forward-thinking, and highly collaborative. Each area within the department has its own focus yet works closely together to ensure a consistent and high-quality experience for all who engage with Strathallan. The Director is supported by a small but dedicated team, including staff specialising in admissions, marketing and communications, alumni relations, and development.

Key Responsibilities

The Development Manager (Annual Fund and Regular Giving) is responsible for managing relationships at the base of the donor pyramid, focusing on alumni and parents to grow the School's annual fund and regular giving programmes. This role plays a vital part in donor acquisition, stewardship of low-level donors, and developing a pipeline for future major gifts.

Working closely with the Alumni and Development Manager and Director of External Relations, the Development Manager (Annual Fund and Regular Giving) will lead the design, delivery, and management of annual fundraising campaigns, ensuring a high-quality donor experience and supporting the wider fundraising strategy to increase access and opportunity for pupils at Strathallan.

The role is expected to include the below key responsibilities:

- ◊ Manage and deliver the School's annual fund and regular giving programmes, including campaign planning, donor segmentation, pack preparation, response tracking, income reconciliation, and reporting against agreed targets, working closely with the Alumni and Development Manager.
- ◊ Steward donors through timely, professional, and personalised communication, building long-term relationships and encouraging continued and increased support, in line with agreed development priorities.
- ◊ Report to and work closely with the Alumni and Development Manager, providing day-to-day operational and administrative support across alumni relations, fundraising, and wider development activity.
- ◊ Manage tender processes with external fundraising consultants and collaborate with Marketing to design, produce, and distribute effective fundraising materials across print, digital, and telephone channels.
- ◊ Maintain accurate and up-to-date donor records on the CRM system, including correspondence, event engagement, Gift Aid declarations, and communication preferences, ensuring full compliance with GDPR, PECR, and fundraising regulations.
- ◊ Undertake prospect research using internal and external sources to identify new, lapsed, and potential donors, including alumni, parents, and event attendees.
- ◊ Support the planning and delivery of alumni, parent, and donor events in the UK and overseas, managing logistics, internal liaison, accessibility and dietary requirements, and post-event evaluation and reporting.
- ◊ Produce reports and data extracts to support development activity, ensuring the accuracy, integrity, and effective use of fundraising data.
- ◊ Draft and coordinate fundraising communications, including invitations, newsletters, webpages, and campaign materials, working closely with Marketing to ensure consistency of message and design.
- ◊ Provide wider support to the Development team, including assistance with major School events, liaison with alumni societies and friends' groups, and the promotion of a strong culture of philanthropy and engagement across the Strathallan community.

Who are we looking for?

Qualifications/Attainment–Essential:

- ◊ Degree-level education or equivalent experience.

Qualifications/Attainment–Desirable:

- ◊ Evidence of further training and/or professional qualifications relevant to this post.

Skills and Experience – Essential:

- ◊ **Administrative, customer-facing or events experience**, with the ability to manage competing priorities effectively.
- ◊ **Experience working in a fundraising office or similar organisation**, with an understanding of supporter engagement.
- ◊ **Experience of data segmentation and targeted communications**, informed by research and insight.
- ◊ **Excellent written and verbal communication skills**, with the confidence to engage professionally with a wide range of stakeholders.
- ◊ **Strong IT skills**, including proficiency in Microsoft Office and the effective use of CRM or database systems.
- ◊ **Understanding of data protection legislation**, and the importance of confidentiality and compliance.

Skills and Experience – Desirable:

- ◊ **Experience using Potentiality CRM or a similar fundraising system**, with the ability to maintain accurate donor records.
- ◊ **Familiarity with fundraising, alumni relations, or donor stewardship**, ideally within the educational or charitable setting.
- ◊ **Understanding of Gift Aid, GDPR, and fundraising best practice**, including regulatory compliance.
- ◊ **Knowledge of UK, USA and transnational giving**, and the principles governing international donations.

Personal Characteristics–Essential:

- ◊ **Strong organisational and administrative skills** - The postholder should be highly organised, able to manage tasks simultaneously, and maintain smooth office operations.
- ◊ **Confidentiality and discretion** - Must handle sensitive information carefully, maintaining trust and integrity in all interactions.
- ◊ **Excellent interpersonal and communication skills** - Ability to establish positive relationships with pupils, parents and staff, ensuring clear and professional communication at all times.
- ◊ **Flexible and adaptive approach to work** - Capable of adjusting to changing priorities and unexpected demands while maintaining professionalism.
- ◊ **Readiness to work in a school environment** - Must understand and respect the routines, culture and expectations of a busy school setting.
- ◊ **Ability to work alone and as part of a team** - Willingness to follow guidance from managers and collaborate effectively with colleagues.

Terms of Appointment

Remuneration

- ◊ The salary bracket for this is £35,000 - £37,500 per annum.

Hours of work

- ◊ This is a full-time, non-term-time post. You will, within reason, be expected to work such hours as may be necessary for the efficient carrying out of your responsibilities. Your normal working day is considered to be 0900 – 1700 with one hour's unpaid lunch. There will be some requirements for some weekend/evening work in order to participate in follow up calls, scholarship days, open days, and promotional events however a TOIL policy is in operation.

Holidays

- ◊ 30 days per year which includes any public holidays taken, with an additional 5 discretionary days awarded for the Christmas/New Year break.

Pension Scheme

- ◊ A contributory pension scheme with an employer contribution of 4%.

Occupational Sick Pay

- ◊ Occupational sick pay following the first year of service.

Benefits

- ◊ On-site parking.
- ◊ Death-in service cover.
- ◊ Free lunch during term-time.
- ◊ Discounts in 100's of retailers.
- ◊ Cycle to Work Scheme.
- ◊ Blue-light card eligibility.

Other Information

- ◊ Any offer of employment will be subject to Safer Recruitment checks; suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references, proof of the Right to Work in the UK, and, due to overseas travel requirements, a valid passport with no restrictions on travel.

Application Process

- ◊ Further details of the school are available on the School's Website www.strathallan.co.uk
- ◊ If you would like to apply, please submit your application online by 15th February 2026. The interviews will be arranged shortly after.
- ◊ For any queries regarding the role or the application process, please contact us at: hr@strathallan.co.uk.



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