



STRATHALLAN
SCHOOL

Opportunities for all to excel



Development Manager (Annual Fund and Regular Giving)

To start ASAP.

Introduction

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.

The 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.



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.

Development Manager (Annual Fund and Regular Giving) - Job Description

Job Title:	Development Manager (Annual Fund and Regular Giving)
Department:	External Relations

Core Purpose:
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.
Key Responsibilities:
Annual Fund and Regular Giving - Manage the School's annual fund and regular giving programmes to achieve agreed targets. - Steward regular donors with timely, personalised communication to build relationships and encourage further support. - Manage the tender process with fundraising consultants for telephone and giving day campaigns. - Collaborate with Marketing to design, produce, and distribute campaign materials (print, digital, telephone). - Oversee donor segmentation, pack preparation, response tracking, and follow-up. - Respond professionally to all enquiries by post, email, and phone. - Collate campaign feedback and report insights to the Alumni and Development Manager. - Ensure donation forms are current and compliant. - Reconcile monthly income and expenditure for annual and regular giving. Donor Stewardship and Research - Maintain accurate donor records and correspondence on the CRM System. - Capture and record Gift Aid declarations on the database; collect outstanding declarations from donors; and identify any individuals who have not yet been approached for a Gift Aid Declaration. - Conduct prospect research using internal and external sources to identify potential donors. - Identify lapsed or potential donors from event attendees, past supporters and alumni records. Events Management - Support planning and delivery of alumni, parent, and donor events in the UK and overseas. - Manage event logistics: scheduling, venues, catering, guest lists, badges, signage, and on-the-day coordination. - Record dietary requirements and accessibility needs on individual records and ensure that requirements are conveyed to departments as appropriate - Liaise with internal departments (catering, estates, IT, reception, teaching staff) to ensure seamless delivery. - Record event engagement data and conduct post-event reviews. - Support parent-led fundraising or social events as required. Database Management and Reporting - Maintain the accuracy and integrity of the CRM system (Potentiality), updating contact, gift, and communication records. - Segment data for mailings, events, and appeals; extract reports to support development activity.

- Record communication preferences in line with GDPR, ensuring data is handled appropriately when using electronic methods of communication and in compliance with PECR legislation.

5. Communications and Collateral

- Liaise with Marketing to promote development activity across school platforms and social media.
- Draft content for invitations, newsletters, webpages, and fundraising materials.
- Ensure fundraising pages and donation forms on the website are current and compliant.
- Support Marketing by producing consistent design materials to strengthen campaign reach.

6. General Support

- Assist with major school events, including Strathallian Day, Speech Day, and Carol Services.
- Support the Development team in liaising with alumni societies and friends' groups for their activities.
- Ensure compliance with relevant charity and fundraising regulations.
- Promote a culture of philanthropy and engagement within the Strathallan community.

Development Manager (Annual Fund and Regular Giving)	Essential /Desirable
Education, Training and Qualifications	
Degree-level education or equivalent experience	E
Evidence of further training and/or professional qualifications relevant to this post	D
Experience	
Experience in administrative, customer-facing or events roles.	E
Experience in a fundraising office or similar organisation.	E
Experience of data segmentation and targeting according to research.	E
Experience using Potentiality CRM or similar fundraising systems.	D
Knowledge and skills	
Excellent written and verbal communication skills.	E
Strong IT skills, including Microsoft Office and CRM/database systems.	E
Understanding of data protection legislation.	E
Familiarity with fundraising, alumni relations, or donor stewardship.	D
Understanding of Gift Aid, GDPR, and fundraising best practice.	D
Knowledge of UK, USA and Transnational giving.	D
Personal characteristics	
Approachable and professional	E
Ability to act with humility	E
A natural collaborator and team player	E
Flexible and adaptable	E
Inspiring and motivational leader	E
Positive “can do” attitude.	E
Ability to work on your own with minimal supervision.	E
Discretion and the ability to deal with confidentiality appropriately.	E
An affiliation with the ethos and values of independent education	D

Terms & Conditions

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 0800 – 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

You will be entitled to 30 days paid holiday inclusive of public holidays (with an additional 5 days given over the Christmas close-down).

Pension Scheme

You will have the option to join the Strathallan Group Personal Pension scheme.

Other Benefits

During each School Term, you will, when on duty, be entitled to such meals as are available at the school for pupils free of charge.

Other Info

As the work is in a school context, you will be required to attain PVG membership.

You should, if possible, hold a valid full UK driving licence and must be eligible to live and work in the UK.

Application Process

The deadline for Applications is Sunday 7th December 2025 with interviews held shortly after.