

Fundraising And Alumni Relations Manager

Hours: 35 hours per week

Working Pattern: Mon – Friday 08:30 – 16:30/09:00 – 17:00

Salary: £46,000 - £48,000

Contract Type: Fixed Term – one year

Reporting to: Rector

Direct Reports: N/A

Location: Euclid Campus

The Role

Job Purpose:

The prime responsibility of the High School of Dundee's Fundraising and Alumni Relations Manager will be to take strategic and operational responsibility for the Alumni & Fundraising functions of the School, including the setting, agreement and achievement of fundraising and alumni engagement targets.

Engagement of the School's alumni enhances reputation and by managing a range of projects and programmes to engage with the School's world-wide community, builds profile for School activities and strategy, attracting students, staff and additional funding.

Philanthropic support is essential to the School's ongoing success. The High School of Dundee Foundation, established in 2000, has successfully raised funds for the alumni and stakeholder community in support of projects and programmes which enhance the experience of the students and the School's wider community.

As the High School of Dundee's Fundraising and Alumni Relations Manager, you will report to the Rector and work closely with the Chair of the HSD Foundation, Foundation members and members of the School Board.

You will have responsibility for meeting agreed income targets, generated through the cultivation and solicitation of gifts from individuals, Trusts & Foundations and corporate partners. The Fundraising and Alumni Relations Manager will work closely with colleagues across the Board and School, to align strategic objectives, ensure effective and efficient communication and identify key areas for fundraising.

You will, alongside the Foundation and Board, be responsible for planning and management of strategy, and as this is a hands-on role, you will be expected to undertake all activities required to deliver agreed fundraising and engagement targets.

Key Outputs & Responsibilities:

Principal Accountabilities:

- To raise funds for the High School of Dundee from alumni, individuals, institutional funders, corporates and other friends of the School through a variety of methods, realising a Fundraising Strategy aligned to the School's objectives, devised in association with the Rector, Foundation Committee and Board members.
- Devise and develop segmentation, cultivation and solicitation strategies for prospect donors, Trusts & Foundation and corporates, to achieve financial, relationship and stewardship goals.
- Create and execute a framework for stewardship and ongoing engagement across individual, institutional, Trusts & Foundations, and corporate donors.
- Provide leadership to School staff where required, defining, monitoring and evaluating performance required to meet KPIs and deliver agreed key objectives, contributing to achieving the School's ambition to increase annual philanthropic support.
- Work with the Rector and Foundation in the ongoing development of the fundraising strategy to ensure that the Fundraising function remains aligned with the School's overall strategy and that fundraising priorities are viable and SMART.
- Work with Board members to prepare the foundations and framework of a long-term School Campaign, rolling out cultivation activities and communications to create a pipeline of donors to achieve the School's capital plan and strategic vision.
- Foster mutually beneficial relationships with members of the School's alumni network with an emphasis on the UK and Europe, engaging them as ambassadors and volunteers to support a wide range of School priorities.
- Work closely with groups associated with the School, and other alumni networks, to leverage maximum benefit from their relationships with the school.
- Develop and deliver a volunteering and ambassador programme with a focus on the enhancement of the student experience through for example guest speakers, internships and mentoring.
- Manage the Fundraising and Alumni Relations expenditure budget and ensure activities undertaken are approved and within budget.
- Support senior School staff and Board members in their approaches to the highest level of donors and work alongside senior colleagues to support the activities of volunteers in prospect identification, cultivation and solicitation.
- Lead collaboration with senior staff and volunteer leaders (Board and Foundation) to plan, manage and steward cultivation events (e.g. lunches/dinners/personal visits) both in Dundee and at locations globally as required.

General Responsibilities:

- As part of the School team, support the activities of colleagues where resources are limited.
- Maintain professional awareness of sectoral trends and developments and suggest and implement improvements to service delivery as appropriate
- Maintain, develop and raise the visibility and reputation of the Fundraising and Alumni Relations office internally and externally
- Maintain and enhance personal knowledge, skills and networks by playing an active role in the appropriate professional bodies within the Independent School fundraising network and the wider private and public charitable sector.
- Participate in appropriate ongoing professional development.
- Undertake any other duties and responsibilities directed by the Rector. These variations will not change the general character of the post or the level of responsibility entailed.

- **Resources Managed:**
- Fundraising and Alumni Relations Budget

Internal and External Relationships:

The post holder will work closely with the Marketing Manager, the PR and Communications Manager and in liaison with the Admissions Team

It is incumbent on the post holder to build relationships and work closely with colleagues in the School and with Board and Foundation members.

The post holder will build relationships and work closely with external stakeholders, donors, alumni and funding partners.

Planning and Organising:

- Plan and manage personal workload to balance fundraising results and engagement responsibilities.
- Work with the Head of Finance and COO to achieve financial targets. Planning and overseeing of delivery and implementation of operational plans to that end.
- Ability to work in a flexible and responsive manner.

Person Specification

Qualifications, Knowledge and Experience:

Essential:

- Fundraising experience and an understanding of effective fundraising within the education sector or charitable equivalent
- Leadership: proven experience of leading a team to deliver high standards of performance.
- Excellent communications and engagement skills
- Experience of managing potentially competing stakeholders across a complex organisation
- Financial management experience and budgeting ability
- Degree in relevant discipline or equivalent experience

Skills, Abilities and Competencies:

Essential

- An ability to think strategically and an ability to solve complex problems, bringing people together to deliver projects and services for others.
- Excellent ability to build teams and influence others; confident and experienced in working in a wide range of situations and with people at all levels up to and including Board and Major donor level.
- An ability to work calmly in a fast-paced and changing environment, under pressure and to deadlines, with an eye to detail.
- Able to manage ambiguity, exercise initiative and work without close supervision

Alignment to the values of the School and its commitment to equality, diversity and inclusion

The School requires all newly appointed staff to undertake a check with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

To progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our [Staff Privacy Notice](#). In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about High School of Dundee's use of data please contact us.