



George Heriot's School

Founded 1628

Job Description

Job Title:	Development Coordinator
Responsible to:	Director of External Communications via Development Manager
Hours of Work:	Full-time, year-round position. 37 hours per week (occasional evening and Saturday work will be required where necessary)

Summary

The Development Co-ordinator works with staff across School to maximise Development opportunities. The Co-ordinator is responsible for managing the new community engagement platform, ensuring accurate data entry and data extraction in line with communication consent updates, email campaigns and report collation. The Development Co-ordinator is also actively involved with donor engagement and events.

Key duties and responsibilities

The key duties and responsibilities of the role are detailed below. This list is not exhaustive and may be reviewed in line with the School's evolving requirements.

Fundraising and engagement

- Ensure donors are thanked in a timely fashion, generating letters for sign off as required.
- Liaise with donors to resolve issues or concerns with donations and facilitate changes to Standing Orders.
- Utilise the database to uncover potential donors.
- Meet with former pupils on visits to school and conduct tours
- Plan and support reach-out and engagement projects with the Heriot's community.
- Assist with the ongoing stewardship of donors, legators and former pupils.

Database Administration

- Manage the community CRM database (ToucanTech) ensuring accuracy of data and efficiency of use.
- Extract data used in communications with the Heriot's community, fundraising and financial reports and engagement activities.

- Ensure that data is accurately and efficiently retrieved and readied for presentation (The advent of the new community engagement platform has made the above processes more straightforward for someone who is technically adept on different software platforms).

Finance Administration

- Process and record donations coming to the Development Office accurately and transfer to the Finance Office
- Accurately file gift information, ensuring charity and data protection legislation compliance.
- Process Gift Aid claims, working closely with the Development Manager and Finance Manager to ensure the maximum tax relief can be claimed and that claims are made on time, accurately, and presented in the format required by HMRC.
- Complete monthly gift batching, working with the Finance Manager to ensure gifts are accounted for.

General Office Duties

- Provide meeting support to the team through minuting and report preparation.
- Provide general office cover and assist with general events and mailings as required
- Any other duties as deemed reasonable and necessary by the Development Manager or Director of External Communications.

Skills and Attributes Required

- Educated to degree level or equivalent
- Previous experience in sales or fundraising with proven relationship building skills
- An outgoing and positive personality with a pro-active 'can do' attitude
- A confident and professional manner, able to handle sensitive information with tact and discretion
- Working knowledge of managing a CRM database would be advantageous
- Excellent general admin, problem-solving and analytical skills with a keen eye for detail.
- Ability to multitask with accuracy and work to tight, often competing, deadlines
- Warm, kind and friendly person, with an excellent sense of humour
- Confident communicator with the ability to adapt to a wide range of audiences
- Fully IT conversant with Microsoft Office, particularly Excel and Word

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.