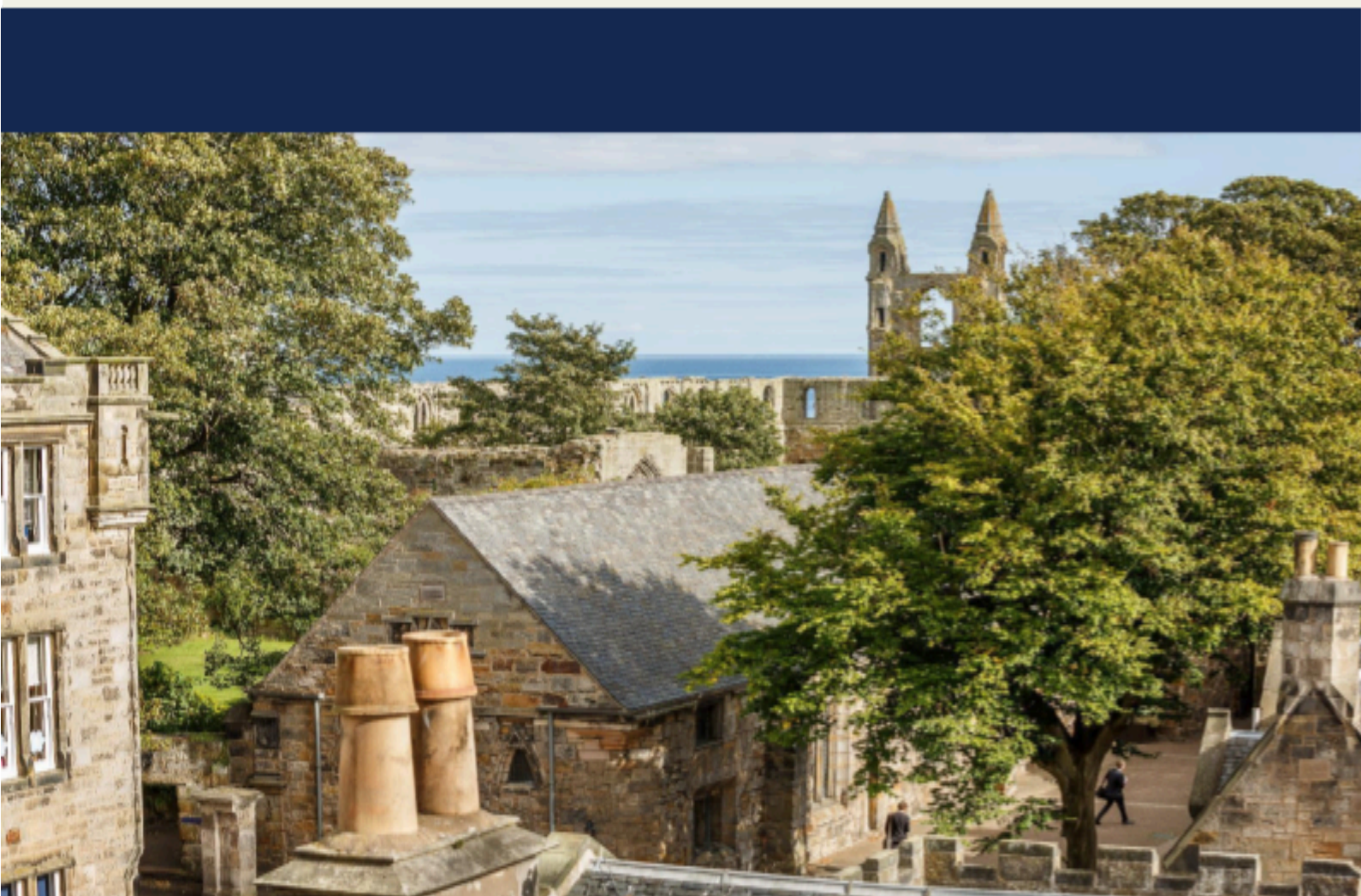




St Leonards  
St Andrews

# Director of Development

## INFORMATION PACK



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## Director of Development

**Responsible to:** Head of St Leonards

**Responsible for:** Alumni and Development Officer

**Salary:** Up to £63,000 per annum, commensurate with the level of skill and knowledge of the applicant.

**Hours of work:** Full time, 37.5 hours per week, with occasional out-of-hours and weekend work, and travel in the UK and overseas.

### Job Overview

Approaching its 150th Anniversary in 2027, the School is preparing to launch the most ambitious fundraising campaign in its history. This is a career-defining opportunity for an exceptional professional to drive this initiative, instilling a culture of philanthropy that will secure the future of St Leonards for generations to come.

The focus of the Development Office is now shifting towards high-impact fundraising for strategic priorities: transformational bursaries to widen access, and vital estate development to enhance the historic campus.

Reporting directly to the Head, this is a revenue generating position that demands both exceptional relationship building skills and technical fundraising expertise in order to meet the annual revenue target of £500k+. The successful candidate will be able to engage prospective donors and the wider Seniors (Alumni) community, while possessing the financial and legal expertise to structure complex gifts and bring them to completion. You will protect the School's reputation by conducting thorough due diligence on donors and ensuring full compliance with OSCR regulations.

### Job Purpose

- To devise and execute a dynamic, forward-looking annual strategic business plan for the development and delivery of fundraising at St Leonards.
- To draw on School priorities and insights to shape this plan.
- To translate strategic objectives into tangible operational targets, complete with leading indicators and outcomes of success.
- To oversee the management of these targets, while establishing robust systems for monitoring, evaluating, and reporting on progress.
- Collaborating closely with the Head and the Executive Leadership Team deliver income to support the future objectives of our School.



# DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 530 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 38 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, Independent School of the Year 2024 for Academic Performance (A Level/IB) and most recently Scotland's Independent School of the Year 2026 for Academic Excellence by the Sunday Times.

The average IB Diploma points score in 2024 was 36, with over 86% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A\*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life,

*Ad Vitam.*



# JOB DESCRIPTION

## Main Areas of Responsibility:

- **Strategy and Campaign Leadership**

- Lead the School's capital and strategic fundraising initiatives, overseeing the identification and solicitation of lead gifts prior to the public launch of any major campaign.
- Work with the Head and the Executive team to create compelling Cases for Support regarding the School estate and widening access programmes.
- Collaborate with the Director of Finance and Operations to develop a fully costed financial model for the campaign, establishing clear gift tables, pledge payment schedules, and cash flow forecasts.
- Work with the Director of External Relations to ensure philanthropy is central to the School's long term vision and that campaign messaging reinforces the School's market positioning.

- **Major Gift Fundraising**

- Personally manage a portfolio of high net worth prospects, taking the lead in identifying, cultivating, and soliciting 5- and 6-figure gifts to meet the £500k+ annual target.
- Approach potential donors to make the ask for significant support identifying where additional input is required to lead or close a solicitation.
- Structure complex donations (for example multi year pledges, gifts of shares/securities, and cross border giving, including US/UK dual-qualified giving) in the most tax efficient manner.
- Build a comprehensive programme covering the Annual Fund, Legacies, and Major Gifts, ensuring donors at all levels are stewarded effectively and connected to the impact of their contributions.
- Ensure all donors are stewarded effectively and at an appropriate level for their support

- **Compliance, Operations and Data**

- Ensure all strategy and activity is fully compliant with the Scottish Charity Regulator (OSCR), GDPR, and the Code of Fundraising Practice. Act as the guardian of donor data rights.
- Conduct thorough financial and reputational due diligence (KYD/AML) on all major prospects before solicitation.
- Oversee the CRM as an engagement and financial audit tool, ensuring data integrity, accurate reporting of cash in hand vs. pledged income, and precise Gift Aid management.
- Draft and finalise formal Gift Agreements and Deeds of Covenant in liaison with legal advisors to ensure donor intent is legally binding.

- **Team Leadership & Stakeholder Engagement**

- Provide line management to the Alumni and Development Officer, fostering a high performing culture focused on operational precision.
- Operate strictly within the brand and communication framework established by the Director of External Relations, ensuring that all fundraising messaging supports the School's wider reputation.
- Coordinate all fundraising events and major communications with the External Relations teams to ensure they complement, rather than conflict with, student recruitment activity.
- Cultivate excellent relationships with Seniors, parents, and former parents, ensuring a lifelong connection to St Leonards.

## Person Specification

As an inspiring, resourceful and visible leader, you possess a natural approachability and collaborative spirit, embodying our vibrant and inclusive community.

You will likely have excellent relevant experience, whether in an educational or business environment. Your business acumen, communication skills, and incisive insights make you a strategic thinker who thrives in an ambitious environment. Your attention to detail, organisation and focus all ensure efficient operations in all your responsibilities. You are committed to bringing out the very best in the people in a community..





# PERSON SPECIFICATION

## Experience & Knowledge

### Essential

- Educated to degree level or with equivalent professional experience
- A demonstrable track record of personally securing 5- and 6-figure gifts from individuals, trusts, or foundations.
- Experience in devising and implementing multi year fundraising strategies, ideally including capital campaigns.
- Expert understanding of the financial mechanics of giving, including Gift Aid, tax efficient mechanisms, and cross border donations (for example US 501(c)(3)).
- Expert knowledge of the regulatory landscape (OSCR, GDPR, PECR) and experience conducting Anti Money Laundering checks.
- Proven experience mentoring and developing fundraising professionals.

### Desirable

- Membership of a relevant professional body such as the Chartered Institute of Fundraising, Institute of Development Professionals in Education, or Council for Advancement and Support of Education.
- Experience within the independent school sector or higher education, and familiarity with HubSpot or similar CRMs.

## Skills and Competencies

- Ability to analyse data to calculate ROI and Lifetime Value, using these metrics to drive strategy.
- Exceptional interpersonal skills with the gravitas to engage credibly with high net worth individuals and Trustees.
- Excellent written communication skills including presentation material
- Ability to draft robust gift agreements and high quality board reports.
- A proactive mentality with the drive to meet stringent financial targets.
- Demonstrate the professional judgement to know when to bring in the Head, or other key influencers to lead or close a solicitation.

## Personal Attributes

- A genuine passion for education and commitment to the ethos of St Leonards.
- High levels of integrity, discretion, and confidentiality.
- Willingness to work flexibly, including evenings/weekends, and UK and overseas travel as required.

## Other

- Current driving licence.
- Prepared to travel within the UK and overseas.
- Willing to attend a wide range of school events.
- Willing to work out of hours as and when school functions occur.

# THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a PVG (Disclosure Scotland) membership and two satisfactory references, one of which must be the current employer.

Applicants must have the right to work in the UK.

Applications should be made via St Leonards [Teacheroo portal](#) .

**Closing time and date for applications is 12.00 noon on Friday 30th January 2026.**

Early applications are encouraged as St Leonards reserves the right to interview and appoint at any time.

Any questions may be directed to Simon Brian, Head at [head@stleonards-fife.org](mailto:head@stleonards-fife.org) in the first instance.







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St Andrews

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