

## Head of Fundraising and Development (Part Time)

From May 2024



Closing date: Monday 29<sup>th</sup> April 2024 at 9am

[www.bancrofts.org](http://www.bancrofts.org) | [hr@bancrofts.org](mailto:hr@bancrofts.org)





## Being Bancroft's

**Located on the border between North-East London and Essex and backing on to Epping Forest, Bancroft's is a co-educational independent day school for around 1200 pupils from 7 to 18.**

Our pupils achieve outstanding academic outcomes. In 2023, 68% of our students achieved A\*-A at A Level and 74% of all entries were awarded the top grades of 9 or 8 at GCSE.

And yet, we strive to achieve so much more than just results. 'Being Bancroft's' is the name which we give to our holistic approach to developing our pupils. This is a rounded educational framework running through the school which guides pupils to take full advantage of the huge range of different opportunities on offer at the school; whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music or attending some of our numerous clubs and societies, we want our pupils to challenge themselves and learn by taking part wholeheartedly in school life. All teachers are expected to contribute to the co-curricular life of the school beyond their subject specialism.

Bancroft's is a warm, forward-looking, modern school; a centre of excellence for the twenty-first century. We have a very diverse intake of pupils, valuing inclusivity of pupils and staff of different ethnicities, religions, sexualities, genders, learning needs and strengths. We value inclusion for all it can bring to each of us at Bancroft's as well as the school as a whole.

Professional development and training is a fundamental part of working at Bancroft's. Our staff are supported and encouraged to continually reflect on their practice; together we want to ensure that each member of staff feels that they are being developed and able to help provide the very best educational and transformative experience for all our pupils.



## The Bancroft's Aim

We aim to provide a transformative experience for every child.

## The School's Values

Our education is based on six core values: Curiosity, Kindness, Integrity, Courage, Balance and Excellence. We think these values are essential to the wellbeing of every child.



### Curiosity

We want our pupils to take delight in the possibilities that the world has to offer and to develop an abiding curiosity about the world; to explore their imaginative and creative potential and to take pleasure in self-expression.



### Kindness

We want Bancroft's pupils to be kind, to have integrity and the courage to pursue and protect what is good; to make wise decisions, based on compassion and empathy.



### Integrity

We want our pupils to learn to understand themselves and others and develop a clear moral grounding for their lives.



### Courage

We want our pupils to show courage and a spirit of adventure in all aspects of their learning; to confront challenges and try to overcome them.



### Balance

We want our pupils to learn how to live balanced, healthy, productive and well-regulated lives and to learn to understand the different aspects that combine to create a secure framework for flourishing.



### Excellence

We want our pupils to aspire to be the best they might be and to make the most of their talents and abilities; we want our pupils to form realistic and ambitious ideals for the future.



## The Role

Bancroft's School seeks an experienced and dynamic development professional to oversee our Fundraising and Development Office and to take the lead in fundraising for the school Foundation and in developing a long-term strategy for the Foundation and the School.

Reporting into the Head, the initial remit of the role will be to continue to connect with current and potential donors in order to build and develop these lapsed and existing relationships and to initiate and lead a campaign for both regular and legacy giving. Key additional elements of the role will be to consider ways of engaging with a broader range of potential donors within our wider community and to contribute to strengthening the relationship between the school and its alumni and its current and former parents.

The Head of Fundraising and Development will work closely with the Old Bancroftians' Association (OBA), our alumni association, the Head and our Director of Marketing, Admissions and Communications, as well as with members of the Senior Leadership Team. This role will line manage the Alumni and Foundation Officer.

The school has close links with the Drapers' Company, who donate funds each year for Assisted Places; the role will involve continuing to develop the school's relationship with the Drapers' Company.

Currently we are primarily seeking to raise funds for Assisted Places but have future capital projects in the pipeline and are also open to both current and prospective donors keen to direct funds towards interesting projects.

We expect the successful candidate to become fully involved with the life of the school.





## The Opportunity

Bancroft's School Foundation was established in 2012 and in its first phase raised over 2 million pounds to increase the number of assisted places in the school. The school is committed to sustaining and increasing the number of places for pupils unable to afford fees and seeks to raise funds from our wider community.

Now is an exciting time to be revitalising fundraising at the school as well as the chance for the post-holder to contribute significantly to the strategic direction for the Bancroft's Foundation in the future.

## Key Responsibilities

### Fundraising

- Developing the fundraising strategy for the Bancroft's Foundation, to include major gifts, trusts and legacies, as well as capital and other potential educational projects
- Creating a clearly-focused ongoing fundraising programme to develop a cycle of continuous giving to provide assisted places
- Researching, approaching, cultivating and stewarding of potential major donors in the UK and overseas, who might have the capability of making significant gifts
- Monitoring funds raised and forecasting future spending
- Working closely with the Marketing department to develop a communications strategy, including both internal and external communications
- Ensuring regulatory compliance in relation to all fundraising activities
- Keeping up to date with trends in the fundraising environment and on good practice in fundraising

### Alumni, Parents' Association and Drapers' Company Relations

- Setting the overall alumni relations strategy for former pupils, parents and staff, including events, communications and the careers networks
- Working with the Parents' Association on the events and communications programme for current parents
- Signing off any essential alumni and donor communications, and writing any leading articles as required
- Attending all key alumni and fundraising events – in the UK and (if relevant) abroad, which will include evening and weekend work
- Along with the Head, liaise with the Drapers' Company and continue to develop a longstanding charitable relationship with the Company



## Management and Leadership

- Establishing a sound and effective Fundraising and Development office, including line-management of the Alumni and Foundation Officer. This management will include conducting regular meetings along with their annual appraisals to manage and prioritise workload and review targets
- Attending a number of committee meetings including those of the OBA and the Foundation Committee (who oversee the investment and spending of the funds raised), and working closely with these committees
- Managing the budget, income targets and KPIs and ensuring these are met
- Ensuring all relevant office policies and procedures are in place and up-to-date including data protection, gift acceptance and ethical fundraising policies
- Attending regular meetings with the Head and Chief Operating Officer

## Engagement

- Overseeing the expansion and developing the profile of the Fundraising and Development office within Bancroft's, including internal communications to staff, pupils and current parents
- Maintaining the profile of the School by attending and speaking at relevant conferences and being an active member of relevant organisations, such as the IDPE (The Institute of Development Professionals in Education)
- Attending key school, alumni and Foundation events including Visitation Day, Old Bancroftians' Day, concerts and plays
- Developing a programme of special events to support fundraising activities, including key alumni and parent events



## Person Specification

	Essential	Desirable
<b>Education</b>	Educated to degree level or relevant professional qualification	
<b>Experience</b>	<p>Experience of working at a senior level in Fundraising</p> <p>Knowledge of Raiser's Edge or an equivalent CRM database</p>	Experience of working within the Independent School sector
<b>Skills</b>	<p>Ability to build strong relationships internally with key staff and externally with alumni, the OBA, the Drapers' Company and donors</p> <p>Be a strategic thinker</p> <p>Ability to develop innovative and practical solutions to problems/challenges</p> <p>Ability to work under pressure</p> <p>Ability to work accurately and with attention to detail</p> <p>Excellent verbal and written communication</p> <p>Strong IT skills with knowledge of Microsoft Office Applications: Word, Excel etc.</p>	
<b>Personal Qualities</b>	<p>Hard working and resilient</p> <p>Flexibility, willingness to work evenings/weekends when required</p> <p>Motivated and proactive</p> <p>Patient, tactful, diplomatic, possesses integrity</p>	





## Additional Work Information

This job description reflects the major aspects of the role. The successful candidate may be expected to assume some additional responsibilities as reasonably requested by the Head and to demonstrate a commitment to improving and developing the organisation's processes and facilities.

The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.

## Working at Bancroft's

**An attractive salary package is offered, according to experience and expertise.**

Bancroft's offers a generous benefits package to all staff, including:

- Competitive salaries
- Commitment to supporting ongoing professional development
- Generous holiday allowance
- Use of school gym. Yoga, swimming and Pilates sessions for staff
- Friendly and welcoming common room, which organises regular social events
- Access to school counsellors and the support of a staff wellbeing team
- Optional subsidised private health care
- Complimentary lunches

There is generous CPD support and staff are encouraged to seek opportunities to develop their skills and expertise either to further their career or to support enjoyment of their role. We also have a staff group working on Diversity and Inclusion and the school is a founding member of the Schools' Inclusion Alliance.





## How to Apply

**An application form is available to download from the School website or by emailing [hr@bancrofts.org](mailto:hr@bancrofts.org).**

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and expects all staff, contractors, Governors and volunteers to share this commitment. Successful candidates will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In line with KCSIE, Bancroft's will carry out online searches on shortlisted candidates as part of the process of assessing suitability.

