



MERCHANT TAYLORS'
School

Job description	
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 School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has over 960 pupils. The Senior School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Development Executive – Fundraising and Stewardship
Function	Support Staff
Reports to	Director of Development and Alumni Relations
Line management duties and responsibilities for	N/A
Summary of role	<p>The Development & Alumni Relations Office leads the process of generating long-term and consistent voluntary income for Merchant Taylors' School, and for running a comprehensive alumni and parental relations programme.</p> <p>To plan, manage and have an input to the strategy for a regular giving programme at Merchant Taylors' School, with a focus on increasing the participation (giving rates) of both our alumni and parental constituencies, as well as donor retention through planning and executing a stewardship programme for benefactors of all levels. Some face-to-face fundraising may also be required, particularly relating to legacy fundraising.</p>

	<p>The office structure includes an Administrator who will support this role with much of the administrative burden.</p> <p>To undertake any other duties as may be reasonably required and requested by your line manager to meet the School's priorities and demands.</p>
<p>Main duties and responsibilities</p>	<p>Fundraising</p> <ul style="list-style-type: none"> • Developing and innovating the school's regular giving programme, the Merchant Taylors' Fund, to ensure a consistent income stream and increased participation from alumni, parents and friends. • In conjunction with external consultants, running our (currently) biennial telephone fundraising campaigns and Giving Days. • Liaising with school departments, clubs and societies to identify exciting projects to motivate supporters. • Segmenting and targeting recipients for appeals to ensure the greatest impact and returns. • Devising the strategy for promoting legacy giving as a means of supporting Merchant Taylors', and to implement this strategy to increase the number of known legacy pledges to the school. <p>Stewardship</p> <ul style="list-style-type: none"> • Establishing and running a comprehensive benefactor stewardship programme that thanks and stewards donors at all levels, including legacy pledges, through regular communication and events. <p>Reporting</p> <ul style="list-style-type: none"> • Reporting on progress against all objectives to the Development and Alumni Relations Sub-Committee of Governors. • Where appropriate, working with the Development Executive (Events and Communications), to produce benefactor report publications and contribute to other Development publications. • Ensuring that all contact with OMTs and parents is recorded on the Development Office's database, the Raiser's Edge.

Safeguarding responsibilities

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none">• Educated to degree level or equivalent.	<ul style="list-style-type: none">• Ideally qualified with a professional fundraising qualification.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none">• Experience working with Microsoft Office.• Experience working with CRM databases.• Experience of running successful fundraising appeals.• Experience of producing donor communications as part of a stewardship programme.	<ul style="list-style-type: none">• Experience working with Blackbaud's Raiser's Edge database or equivalent fundraising CRM.• Experience with detailed research and data analysis is desirable.• Experience of working in a development office environment in an educational setting is desirable.	Contents of the Application form Interview Practical task at interview Professional references

Skills	<ul style="list-style-type: none"> • Strong organisational skills, with the ability to plan and execute complex projects to deadlines. • Ability to work well under pressure. 		<p>Contents of the Application form</p> <p>Interview</p> <p>Practical task at interview</p> <p>Professional references</p>
Knowledge	<ul style="list-style-type: none"> • An understanding of charity fundraising. • An understanding of tax efficiencies of charitable giving, including Gift Aid. 	<ul style="list-style-type: none"> • An understanding of the Independent School sector. 	<p>Contents of the Application form</p> <p>Interview</p> <p>Practical task at interview</p> <p>Professional references</p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Excellent social and communication skills. • Confidence in networking, and the ability to represent Development internally, and the school externally. • Excellent attention to detail, particularly in written communication. • Professional demeanour, loyalty and be able to respond to multiple demands. • Must have some flexibility regarding work schedule owing to the nature of the job and 		<p>Contents of the application form</p> <p>Interview</p> <p>Practical task at interview</p> <p>Professional references</p>

	the requirement to participate in and attend events out of normal working hours.		
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General Conditions

Start date	May 2025
Hours	9am – 5pm (35 hours per week). Due to the nature of the post, the 35-hour week will not always fall between 9.00am and 5.00pm from Monday to Friday, but time off in lieu of additional hours will be given and there can be some flexibility. 1-hour unpaid lunch break
Salary	£39,749 - £46,017 per annum (dependent on qualifications, skills and relevant experience)
Holiday	25 days per annum
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria) (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees
Closing date for applications	Wednesday 9 th April 2025, 12pm Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
Interviews to be held	Wednesday 16 th April 2025

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.