

## **JOB DESCRIPTION**

<b>Job title:</b>	Development Officer
<b>Responsible to:</b>	Development Manager
<b>Hours of work:</b>	35 hours per week
<b>Holiday entitlement:</b>	20 days plus Bank Holidays

### **Main Purpose of Post:**

To maximise donated income for Chetham's Hospital, School and Library. You will manage entry to mid-level donor relationships, create and oversee fundraising events, submit grant applications to a pre-determined schedule and work closely with the Development Manager to deliver the overall Chetham's Fundraising Strategy.

### **Specific Responsibilities**

#### **Trusts and Foundations**

- Research new trusts and foundations for Chetham's to apply to.
- Work with other departments to develop fundable projects and maximise funding opportunities.
- Write and submit small to mid-level applications in a timely manner.
- Liaise with departments to ensure funded projects are delivered and reported on as appropriate.

#### **Individual Giving**

- Manage and develop the Friends of Chetham's, Patrons of Chetham's Library and Name a Seat schemes.
- Interrogate both the box office and fundraising databases to discover potential new supporters.
- Work with the marketing department to increase support for each scheme through all communication streams.
- Ensure all administrative tasks (gift processing, acknowledgements etc.) are carried out correctly and on time.

#### **Events**

- Devise and manage fundraising, cultivation and stewardship events across the School and Library.
- Liaise with other departments to ensure successful delivery of events.
- Host guests at events and assist with the logistics as appropriate.

#### **Miscellaneous**

- Help to create and send newsletters to funders to an agreed schedule.
- Work with the marketing department on our alumni communications and relations.
- Work with the Raiser's Edge database to ensure all gifts and communications are properly recorded and relationships are well-tracked and managed.

**General Responsibilities**

- 1. To help maximise fundraising revenue for the organisation
- 2. To maintain confidentiality of information acquired in the course of undertaking duties
- 3. To work out of office hours including occasional weekends and evenings when required
- 4. Take a full part in the staff development programme including appraisals
- 5. Undertake such other duties and responsibilities as may be reasonably required

This job description reflects the principal accountabilities of the post and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the post holder.

**CHILD PROTECTION AND SAFEGUARDING CHILDREN**

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, will be to adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy Statements (available at [www.chethams.com](http://www.chethams.com)) 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 Chetham’s, s/he must report any concerns to Chetham’s Child Protection Officer or to the Head (as appropriate).

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee’s name .....

Employee’s signature .....

## **PERSON SPECIFICATION – Development Officer**

### **Desirable attributes**

- Experience of working or desire to work in the arts or the world of music
- Understanding and/or appreciation of classical music
- Passion for or interest in heritage and history
- Experience with the Raiser's Edge database
- Experience working within an active development department.

### **Essential attributes**

- Experience working with a CRM database.
- Experience of event management and the ability to create and implement innovative and exciting events
- Strong writing skills, including the ability to put forth a persuasive and well-reasoned case
- Reliable proof-reading skills, with accuracy in grammar and an eye for detail
- Strong verbal communication skills
- Excellent time management skills and the determination to achieve goals
- Exceptional customer service skills – professional, welcoming and friendly, with a natural desire to go the extra mile to help and exceed expectations
- Drive, commitment and determination to achieve goals
- Self-motivation and persistence
- A naturally flexible approach, maintaining a patient and positive attitude under pressure in a dynamic working environment
- Willingness to be "hands on" in all aspects of the role
- Understanding and appreciation of the work of Chetham's
- Suitability to work with children
- Educated to degree level or equivalent in a relevant discipline

**The post holder will be required to undergo a Criminal Records Bureau check at the Enhanced Level.**