

JOB DESCRIPTION

Job title: Director of Development (maternity cover)

Responsible to: Artistic Director and Joint Principal

Hours of work: 35 hours per week

Holiday entitlement: 25 days plus Bank Holidays

Main Purpose of Post:

To lead the development team in securing ambitious fundraising targets across all income streams including Trust & Foundations, Major Gifts, Patrons, Legacies and Corporates for Chetham's Hospital, School, Library and Stoller Hall.

The Director of Development is a leadership role that sits at the heart of the organisation and has agreed fundraising priorities that support the various entities of Chetham's, as outlined in the fundraising strategy.

Personal Specification

- Proven track record in a strategic fundraising leadership role, ideally in the arts or heritage sector.
- Experience securing at least five-figure gifts across a variety of income streams, including Trusts and Foundations, Corporate Sponsorships and Major Donors.
- Exceptional communication skills, both verbal and written.
- Highly personable with the ability to build relationships with a range of different stakeholders.
- A strong team player with a willingness to be "hands on" as and when required.
- Excellent time management skills with the ability to prioritise multiple requirements, work under pressure and meet deadlines.
- Ability to deliver demanding and ambitious annual fundraising targets.
- Good IT skills and experience using database systems, mail merges and MS Office applications.
- Comfortable with budget forecasting and income reporting.
- Confident and able to represent the organisation in a professional manner.
- Management experience.
- Flexibility to work evenings and weekends when required.
- Educated to degree level or with equivalent experience.
- Suitability to work with children.

Desirable

- Knowledge of Spektrix or similar database systems.
- Understanding and/or appreciation of classical music and an interest in heritage and history.
- Full UK driving licence and own transport.

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

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our 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.

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Employee’s name

Employee’s signature