



Marymount
INTERNATIONAL SCHOOL LONDON

Candidate Information Pack

Director of Philanthropy & Community Engagement



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.

Proudly IB Proudly Boarding Proudly RSHM Proudly Marymount

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Registered Charity No: 1117786 Registered Company No: 5325717



BACKGROUND

The School is seeking an outstanding Director of Philanthropy & Community Engagement to embed a long-term culture of philanthropic support. The primary responsibilities for this important role will be to take responsibility for the School's fundraising and to further develop Marymount's vibrant alumnae community. This is a senior position and, as part of the Senior Management Team, the Director of Philanthropy & Community Engagement will provide leadership for, and management of, all aspects of development, fundraising and alumnae relations.

The appointee will report directly to the Headmistress, and work closely with the Bursar and other members of the Senior Management Team in respect of the creation and implementation of development, fundraising and alumnae relations strategy.

This is a full-time, all year-round position. The normal hours of work will be from 8am to 5pm, Monday to Friday inclusive with a 45-minute unpaid lunch break each day and at such further times and for such periods as are necessary for the proper performance of duties. A degree of flexibility will be required with this post, as attendance at events after hours and on weekends will be required in accordance with the fundraising schedule.

MARYMOUNT ALUMNAE COMMUNITY

Marymount benefits from a vibrant and supportive alumnae community. The School is currently in touch with around 3,500 alumnae based in the UK and around the world. Going forward, Marymount is looking both to build even closer relationships with its alumnae through a sustained program of alumnae events and communications, and to engage the support of alumnae in its future fundraising.

SPECIFIC DUTIES AND RESPONSIBILITIES

Fundraising:

- Work with Governors, the Head, the Bursar and the SLT to review, further develop and implement the development plan and fundraising strategy to support the School's vision ambitions for bursaries, capital projects and an ongoing culture of philanthropy.
- Assess the fundraising potential and establish achievable targets and timeframes in consultation with the SLT and Governing Board.
- Research and test development assumptions and goals to ensure that the objectives and targets identified in the strategy are realistic and achieved on time and within budget.
- To have direct responsibility for the leadership and management of all fundraising, alumnae relations and supporter engagement for the School.
- Develop a comprehensive fundraising programme, ranging from regular giving through to major gifts and legacies, and implement strong supporting activities, systems and policies for potential donor identification, research, engagement and management, donor stewardship and recognition, gift management and accounting and ethics.
- To ensure that the School is compliant with all aspects of GDPR legislation in its engagement with its Alumnae body/friends and supporters. This includes the management of the ToucanTech database.

Management & Leadership:

- To ensure ethical, best practice and compliant fundraising activities as outlined by professional bodies such as the Institute for Fundraising, the Council for the Advancement and Support of Education and the Institute of Development Professionals in Education.
- To manage the annual Development and Alumnae Relations budget.
- Lead and manage the day-to-day activities of the Development Office, ensuring that clear objectives and KPIs are set and that team members and volunteers receive the necessary support, training and guidance to ensure activities are efficient and effective.
- Conduct performance management and appraisals of staff as appropriate.
- Attend courses and conferences to keep one's own knowledge and skills up to date with the latest industry developments.
- As a member of the Senior Leadership Team, the Director of Philanthropy & Community Engagement is expected to:
 - Uphold and live out the school mission and ethos.
 - Demonstrate and model leadership behaviour, providing a key example for staff, parents and pupils.
 - Operate as a member of the Senior Leadership Team within the school, providing support and advice to the team and the Head.
 - Attend SLT & leadership meetings and contribute to discussions about school-wide issues.
 - Contribute to the School's Strategic Development plan and oversee its implementation in appropriate areas.
 - Adhere to confidentiality requirements.



- Cover for urgent and essential duties of other members of the Senior Leadership in the event of their absence.
- Take the lead in HR matters where appropriate and as required.
- Provide support, encouragement, and assistance to colleagues at all levels.
- Participate in staff recruitment.
- Contribute to and lead relevant areas of staff induction and training days.
- Organise, attend and assist with major school events as required (Open Days, alumnae events, Graduation etc.)
- Be a key presence at school events and functions when possible (concerts, productions, chapel services).
- Contribute to the School's continuing professional development programme.
- Brief Governors and attend Governor's meetings where required.
- Assist in the preparations for ISI, Catholic School Inspections and Accreditation visits (CIS/IB/MSA).
- Be SLT member on call when appropriate.

Engagement:

- To oversee a team that delivers engagement activities for all current and potential supporters, including parent and alumnae communities.
- Ensuring that a carefully curated and sustainable programme of events and communications for alumnae and other stakeholders is further developed, delivered, evaluated and evolved based on regular research and feedback, ensuring engagement across all ages and segments and optimum ROI.
- Ensuring regular communication from the Development Office through a range of channels, including email, the alumnae website, social media and printed materials.
- Ensuring the optimisation of the database to deliver an online community for alumnae, parents, friends and supporters.
- Ensuring effective integration of the alumnae volunteering programme with the College Counselling and PSHEE department.
- Ensuring alumnae are involved in the School's curricular and co-curricular activities where appropriate.

Administration:

- To maintain and supervise robust gift management systems, including thanking donors and Gift Aid reclamations.
- To oversee the maintenance of the alumnae and fundraising ToucanTech database.
- Develop and implement all fundraising policies, procedures and systems in accordance with charity and fiscal law, including Charity Commission and HMRC requirements.
- Deliver best-practice fundraising policies, protocols and practices, adopting the highest standards of fundraising practice in line with the UK Fundraising Regulator's Code of Fundraising Practice, GDPR and PECR and following best practice as established by professional bodies such as the Institute of Fundraising, the Council for Advancement and Support of Education and the Institute of Development Professionals in Education.
- Ensure all fundraising processes and policies are executed in a timely and accurate manner, e.g. donation packs, Gift Aid reporting, etc.



- Ensure that donors and volunteers are appropriately thanked, regularly updated on progress towards the School's goals and appropriately recognised for their contribution.
- Prepare regular reports for the Headmistress, the Bursar, the Senior Leadership Team, and Governing Board.
- Ensure that all donations comply with the Gift Acceptance Policy and Naming Policy.

Safeguarding

- To comply with safeguarding policies, procedures and the School's code of conduct.
- To demonstrate a personal commitment to safeguarding and student / colleague wellbeing.

Other Duties

- Carry out specific projects and research.
- Attendance and support at key School events, when required, such as Open Days, alumnae events, Graduation etc.
- Any other duties as required by the Head and Bursar commensurate with the post.

The Person

PERSONAL QUALITIES

- Outstanding organisation skills with an eye for detail
- Excellent written and verbal communication skills
- Proactive with the ability to prioritise their workload and manage pressurised situations
- Flexibility, enthusiasm and commitment
- An ability to operate with discretion
- Professional and approachable
- Committed to continuous professional and personal development
- Energetic and imaginative

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Ideally educated to degree level or equivalent
- Leadership and management experience
- Excellent IT skills
- Proven fundraising experience
- Proven track record of managing projects, meeting deadlines and prioritising work loads
- Excellent interpersonal and communication skills with the ability to relate well to a diverse range of people



Desirable

- Prior experience of working in an educational environment

SAFEGUARDING & PASTORAL

Essential

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS

ETHOS AND WHOLE SCHOOL VALUES

- Committed to Marymount as a School with high academic standing, providing a holistic education and outstanding pastoral care
- Committed to the RSHM values and operating as part of the School Community
- An understanding and affinity with the School's Catholic ethos

How to apply

To apply, candidates should complete the School Application Form together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley, Deputy Bursar, at hr@marymountlondon.com. Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571.

Closing date for applications: Tuesday 14th May 2024

Interviews in person at school. Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss)
Start date: June 2024 or as soon as possible thereafter.

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and all safer recruitment checks, including social media.

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.



Staff Benefits at Marymount

At Marymount, we recognise that our staff are the cornerstone of our success. We foster a welcoming and happy community built on the values of the School (drawn from the mission and ethos of the Religious of the Sacred Heart of Mary) and the pedagogy of the International Baccalaureate. These include collaboration, support, kindness, respect and trust creating a positive and can-do culture. Collaboration is at the heart of our operations, as staff work within departments and with academic colleagues to ensure the school's smooth functioning. We are dedicated to personal growth and embrace the idea of life-long learning. As such, we offer continuous professional development to empower individuals to reach their full potential and realise their ambitions. The academic excellence, exceptional pastoral care and wonderful learning environment are testament to the dedication and skills of each staff member, whom we hold to high professional expectations and reward through various recognition schemes which are listed below:

Staff Benefits at Marymount

- Enrolment into pension scheme
- Free lunch and refreshments
- Personal insurance scheme
- Free staff parking on campus
- School fee discount & access to childcare vouchers
- Ongoing professional development
- Cycle to work scheme
- Employee assistance programme
- Use of state-of-the-art fitness suite

Apply now!

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