

FHS

Francis Holland Schools



DEVELOPMENT MANAGER

MATERNITY COVER FROM AUGUST 2026

CANDIDATE INFORMATION

JOB DESCRIPTION

About Francis Holland Schools Trust

Francis Holland Trust comprises of three leading independent girls' schools across three central London locations, with the Trust offices located at our Sloane Square site. Each school has its own vision and ethos, the Trust's overarching commitment is to nurture pupils' potential, develop resilience and help them become fulfilled adults who will make a positive difference in a fast-changing inter-connected world.

Francis Holland is a highly sought-after, independent selective school for around 700 girls aged 4 to 18 (HMC and GSA); with 165 Juniors, 550 Seniors, and a fast-growing Sixth Form of around 130 pupils. The outstanding achievements of the schools within the Trust has ensured a unique position and reputation within the British independent school sector and the continued success of Francis Holland Schools is assured through our academic results, our strong growth and international expansion.

Title: Development Manager

Reporting to: Development Director

Location: Francis Holland Regent's Park and Francis Holland Sloane Square, with travel to other Trust schools as required.

Salary: £40k (Depending on experience)

Hours of Work: 09.00-17.00 with 30 minutes for lunch (maternity cover to July 2027).

The Vacancy: We are seeking an enthusiastic and energetic Development Manager who is keen to develop their skills in a diverse and challenging role.

Purpose Of The Role

This role will develop and deliver our regular giving strategy and build widespread support throughout the school's community for development projects, further developing the school's culture of giving. The postholder will create and foster an exceptional culture of donor care that recognises, celebrates, and inspires existing and potential supporters. A flexible and hands-on approach is essential, as the candidate will work closely with a number of teams including Marketing, Outreach, and Alumni Relations.



Purpose Of The Role (continued)

Applications are to be made via our school website which will redirect you to My New Term. **The deadline is 10.00am on Monday 10th August 2026.**

Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.

Whilst all applications are judged on merit only, FHS champions diversity and inclusion in the workplace and strongly encourages applications from under-represented groups.

KEY RESPONSIBILITIES

Capital Fundraising and the Bursary Campaign

To work with the Director of Development on capital fundraising projects and the school's bursary endowment fund. To produce, maintain and distribute, as appropriate, literature and other content for the capital fundraising programme and the bursary campaign. To promote and manage the activities which strengthen the relationships with pledgers and prospects. To make face-to-face asks of gifts up to £10,000.

Regular Giving

To work with the Director of Development, to promote regular giving, particularly for bursaries, within the school's community. To manage regular giving appeals through direct mail, telephone fundraising and online giving. To produce, maintain and distribute, as appropriate, literature and other content for the regular giving programme. To promote and manage the activities which strengthen the relationships with pledgers and prospects. The postholder would be responsible for increasing donor numbers every year and increasing income from regular gifts. Appeals should be delivered on time and on budget.

Legacy Fundraising

To work with the Director of Development and the Alumni Development Officer, to promote legacy giving within the school's community. To produce, maintain and distribute, as appropriate, literature and other content for the legacy programme. To promote and manage the activities which strengthen the relationships with legacy pledgers and prospects. The postholder would be responsible for increasing legator pledges every year and increasing income from legacy gifts. Appeals should be delivered on time and on budget.

Data Management

To set and maintain data management standards and refine existing processes and policies. To manage the development database to ensure data remains relevant, accurate and up to date.

Donor Stewardship

To ensure that processes for managing donations and acknowledging donors are undertaken. To manage, where appropriate, initiatives that maintain communication and relationships with existing donors.

Reporting

To monitor and report on development events, activities and communications. To prepare financial reports detailing fundraising income, restrictions and pledges. To monitor and report on Gift Aid submissions. To create queries and searches as requested by the Director of Development.

Fundraising Events

To assist in the planning- and attend and support- fundraising dinners, receptions and other events intended to secure support from groups of individual donors.

GENERAL DUTIES

- To assist with the development and implementation of the ongoing events programme, as a member of the Development Team.
- To build, develop and maintain warm relationships with members of the wider school community – parents, teaching staff, non-teaching staff and other supporters and friends of the School.
- To assist with and carry out such other duties within the department as may reasonably be expected noting that these and some of the responsibilities described above may involve evenings or occasional weekends.

STAFF BENEFITS

- 30 days' annual leave during school holidays.
- Free school lunch during term time
- Wellbeing Schemes - including EAP Programme and Wellhub.
- Health Schemes- including Spark
- Cycle to Work Scheme
- Life Cover
- Interest free travel and computer purchased loans
- A vast range of retail and entertainment discounts
- Free eye-test with Specsavers
- Free flu vaccination jabs
- Outstanding professional development opportunities

Further information about our benefits package is available in the booklet accompanying this job application pack.

