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Head of Philanthropy and Alumni - Introduction and context

Welcome

Thank you for your interest in the role of Head of Philanthropy and Alumni at St Peter's School, York.

This is an exceptional opportunity to join one of the United Kingdom's most historic and forwardlooking independent schools at a pivotal moment as it seeks to build on its Keys for Life campaign on the eve of the school's 1,400th Anniversary. Founded in AD 627, St Peter's combines fourteen centuries of educational excellence with an ambitious vision for the future, led by a robust strategic plan. Today, the School serves a vibrant community of pupils, families, alumni, staff and supporters who are united by a strong sense of purpose and a commitment to transforming lives through education.

As the School continues to develop its facilities, broaden access through bursaries and strengthen its position as a leading independent school, philanthropy is playing an increasingly important role in enabling strategic ambition. Building on the Keys for Life campaign, launched in 2022 that has raised in excess of £2 million towards bursaries, the school is now expanding into a comprehensive campaign that will truly inspire and galvanise alumni, parents and friends of the school to support it in the next phase of its development.

The successful candidate will therefore become a key colleague, working closely with the Head Master, governors, alumni and major supporters to grow and enhance a culture of philanthropy that supports both current and future generations of pupils. This role is responsible for leading and delivering the School's fundraising and alumni engagement strategy, including major gifts, legacy giving, annual giving and supporter stewardship.

The Importance of Data-Driven Philanthropy and Fundraising Culture

Modern philanthropy is no longer solely about asking for support. We seek to take a modern approach to our development programme that combines inspiring relationship-building with rigorous analysis, strategic planning and evidence-based decision-making. Moreover, we understand that it takes an

entire community to believe in philanthropy, and senior leadership at the school dedicate their time and expertise to do so.

At St Peter's, we are seeking a leader who understands that philanthropy is both an art and a science, and who is comfortable working to galvanise the school community to aid them. Building meaningful relationships with alumni, parents and supporters remains at the heart of successful fundraising, but these relationships must be underpinned by high-quality data, robust prospect research and the effective use of donor management systems. We seek candidates who can leverage the systems and planning that a data driven approach provides, to enhance and galvanise colleagues and volunteers across the school to support philanthropy at St. Peter's. In particular, St. Peter's benefits from the enthusiasm and dedication of a committed Head Master, who dedicates a proportion of their time to Philanthropy, understands the need for a data-led approach and good pipeline management, and who holds strong relationships with a number of major donors and significant fundraising prospects.

The successful candidate will be able to identify philanthropic opportunities through careful analysis of donor capacity, affinity and engagement, ensuring that resources are focused on the activities most likely to deliver significant impact. They will use data to inform campaign planning, track fundraising performance, measure engagement, forecast income and provide meaningful reporting to senior leaders and governors. They will work closely with the head on top prospects, inspire governors and volunteers to help them in approaching prospective donors, and will champion the impact of philanthropy across the school community. In doing so, they will help create a sustainable culture of philanthropy that grows long-term support for the School.

The Skills and Experience We Are Seeking

We are looking for an ambitious, strategic and relationship-focused fundraising professional with the credibility and expertise to lead philanthropy at a large, values-driven organisation.

The successful candidate is likely to demonstrate:

Strategic Leadership

- Experience of developing and delivering ambitious fundraising campaigns and strategies.
- Ability to align philanthropic objectives with wider organisational priorities.
- Experience of reporting to senior leaders, boards or governors and influencing strategic decisionmaking.

Major Gifts and Relationship Fundraising

- A strong track record of personally securing significant philanthropic income from individuals, trusts, foundations or corporate partners.
- Experience of managing a donor pipeline and moving prospects through cultivation, solicitation and stewardship.
- Confidence engaging with high-net-worth individuals and supporting and guiding senior leaders in major donor relationships.

Data and Insight

- Experience of using CRM and fundraising databases to drive activity and performance.

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- Ability to analyse donor data, segmentation and campaign performance.
- Strong reporting skills and confidence in using data to guide decision-making and demonstrate impact.

Alumni and Community Engagement

- Experience of building and maintaining alumni, supporter or membership networks.
- Ability to create engaging events, communications and stewardship programmes.
- An understanding of how strong alumni engagement contributes to long-term philanthropic success.

Communication and Influencing

- Outstanding written and verbal communication skills.
- Ability to develop compelling cases for support and donor proposals.
- Strong interpersonal skills with the ability to build trust across a wide range of stakeholders.

Personal Qualities

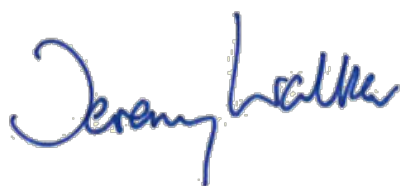
- A collaborative and entrepreneurial approach.
- High levels of integrity, professionalism and discretion.
- Resilience, initiative and the ability to deliver results in a dynamic environment.
- A genuine commitment to the mission, values and educational purpose of St Peter's School.

This is a rare opportunity for an experienced development professional to shape the future of philanthropy at one of the UK's leading independent schools, helping to secure the resources that will enable generations of Peterites to thrive.

We look forward to hearing from candidates who share our belief in the power of education and who have the vision, analytical capability, relationship-building skills, and advocacy required to lead the next chapter of philanthropic growth at St Peter's School

We hope that you are inspired to join us and look forward to receiving your application.

Best wishes,



Jeremy Walker
Head Master

About St Peter's School

St Peter's was founded by St Paulinus of York on the same site as York Minster in 627 AD. In the sixteenth century, the School was given a Royal Charter by Philip and Mary and, in 1575, the School's most infamous pupil, Guy Fawkes, attended St Peter's.

The School's connection with Guy Fawkes continues, with its campus in the Clifton area of York acquired in 1844 situated on land once owned by the Fawkes family. The School continued to evolve in the twentieth century, starting with the acquisition in 1901 of St Olave's Prep School. In 1976 the first girls were admitted to the School in the Sixth Form, and in 1987 St Peter's became coeducational at all levels. In 1994 the School purchased Clifton School and Nursery, enabling St Peter's to provide a seamless, continuous education from ages 2 to 18.

Our historic links with the Minster continue. In 2020 we became the choir school for York Minster, educating the boys and girls in the choir and supporting their busy schedule of rehearsals and services, alongside everyday school life. Members of the Chapter are represented on the Governing Body and the School is fortunate to use the Minster for annual events including the carol service, major concerts and prize-giving.

St Peter's sits at the heart of the community in York and Yorkshire with extensive links and connections. We are a key member of the York Independent State Schools Partnership, nationally regarded as a leader in the field, and host a variety of other events in partnership with the University of York and the York Literature Festival, alongside our own public lecture series. Plans for the future include increasing the number of pupils receiving assistance with fees and working more closely with the City of York Council and local schools.

Proudly located on a 50-acre riverside campus just 10 minutes' walk from the centre of York, St Peter's is an over-subscribed co-educational, day and boarding school which achieves outstanding examination results alongside an extensive co-curricular programme.

The School was named TES Independent School of the Year for 2021, as well as Pre-Prep School of the Year for a second time having previously won the award in 2018.

Today, the whole school works together to deliver a dynamic, all-round education that develops the abilities and enthusiasm of each of the 1,200 pupils on roll.

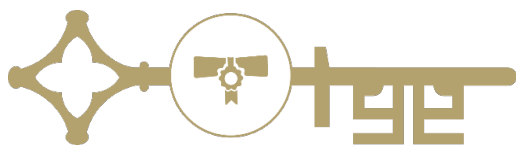
Aims and Ethos

Our aim is to prepare pupils to be successful and fulfilled in their adult lives, to be leaders with humility and to make a positive impact on their world. We define this as being able to make the most of their academic and personal potential, to have positive relationships in all aspects of their lives and to

make an impact in their immediate communities and the wider world for the common good.

The Four Keys

St Peter's aims are achieved through the four Keys; qualifications, skills, interests and values.



Qualifications include excellent results in academic examinations and in wider areas such as music and drama examinations and the Duke of Edinburgh Award.



Skills developed through academic subjects are complemented by a broader range of skills required for a truly successful life. We are committed to offering our pupils a wide co-curricular programme to develop those skills not always attained in the classroom. These include those identified in the World Economic Forum's Future of Jobs Report (2020):

Emotional intelligence - Leadership - Social influence - Creativity - Originality - Initiative - Critical thinking - Persuasion and negotiation - Resilience - Flexibility - Complex problem-solving



Interests developed through the academic curriculum and the co-curricular are crucial in sustaining our pupils through their adult lives while fostering the acquisition of wider personal skills. As importantly, it makes them interesting people who add value to others.



Values are the hallmark and bedrock of a successful life, giving sustenance in times of prosperity and adversity. The values developed at St Peter's enable our pupils to make complex, moral decisions and give them the courage to carry them out. They are:

Friendship - Trust - Wisdom - Compassion - Endurance - Hope - Humility



Our School Structure

St Peter's School is one school arranged over three sections: St Peter's Nursery, St Peter's Junior School and St Peter's Senior School.

St Peter's Nursery

In January 2027, St Peter's will open a year-round Day Nursery, operating 50 weeks a year, for babies from six months to children aged three. The Nursery will be based in The Rise, a beautiful Victorian property located on the edge of our campus.

Children will enjoy access to our 50-acre grounds, including dedicated outdoor play areas and Forest School, as well as specialist sessions in art, music, PE, and languages delivered by our teaching staff. Our Nursery will provide a safe, warm, and stimulating environment, underpinned by a progressive curriculum informed by research and evidence on child development and early years education. We are committed to ensuring every child experiences the joy and richness of a healthy, happy childhood.

St Peter's Junior School

Educating children from Nursery to end of Year 6, St Peter's Junior School is located on the southern part of the school campus. Whilst the Junior School has dedicated spaces for teaching, sports, performance, music, dining and much more, the school also has full access to shared facilities for St

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Peter's School, such as the swimming pool, 50 acres of land and specialist facilities. Under the leadership of the Head of the Junior School and senior leadership team, the school deliver an internationally recognised, innovative curriculum alongside a huge range of activities and wraparound care. St Peter's is the Choir School for York Minster and choristers are educated across the Junior and Senior School from Year 4 to Year 8.

St Peter's Senior School

The Senior School educates children from Year 7 to the Upper Sixth, located on the northern part of the school campus, sharing some specialist facilities with the Junior School. With a mix of day and boarding pupils, the school is underpinned by academic challenge characterised by a creative and collaborative approach. Inspiration from living in close proximity to a cultured and historic city adds further richness to the pupils' lives. Our pupils achieve outstanding academic results alongside a busy and exciting schedule of academic extension and a huge co-curricular programme.

The School's website and our most recent inspection reports can be viewed at www.stpetersyork.org.uk



Job description

St Peter's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the school's Child Protection and Safeguarding Policy and Procedures at all times. The successful applicant will be required to undergo statutory pre-employment checks, including a Disclosure and Barring Service check.

Department: Philanthropy and Alumni
Reports to: Head Master
Line manages: Philanthropy and Alumni Officer
Hours of work: 37.5 hours/week (52 weeks). Normal hours are 9am - 5pm, Monday - Friday, but some weekend and evening work will be required.

Overall purpose of the post

The main purpose of the role is to direct and lead a development programme which achieves philanthropic income to St Peter's School York and to ensure effective engagement with, and from, alumni, parents and other supporters. The development programme aims to ensure a strong public profile, maintain good public relations, and ensure philanthropic giving to the school.

Responsible for leading and managing the Development and Alumni team, including volunteers. The Head of Development and Alumni will build on existing initiatives with the aim of connecting and engaging with our prospective donors and supporters.

Key responsibilities:

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- To ensure the successful delivery of the School's development and fundraising strategy across major gifts (£25,000+) approaches, legacy giving and annual and regular giving is established and fully aligned with the school's strategic ambitions and ethos, including:
 - Managing the Keys for Life Campaign, working in close collaboration with senior staff
 - Fundraising for campus development both major and lower cost
 - Producing regular reports for senior leaders and governors on funds raised, events planned and delivered and associated communications
- To build cases for support and manage campaigns from initial concept planning to completion, including capital fundraising
- To identify potential donors and undertake engagement in preparation for fundraising, including meeting and engaging with prospective donors, and working closely to support the Head Master with approaches to donors (including briefings, proposals, and meetings support and follow up)
- Managing and promoting the regular giving campaign in support of the School's fee assistance programme
- Establishing and maintaining appropriate donor recognition programmes for all fundraising activities
- To ensure that donors are thanked and recognised, and to manage their inclusion in any project and beyond including:
 - Ensuring donors are stewarded for their support and reported to on the impact of their philanthropy
 - Developing a successful legacy programme
 - Developing and executing a programme of appropriate events and communications to increase engagement amongst all current and potential supporters
 - Liaising with and advising any groups organising development or alumni activities
 - Promoting and developing alumni networking groups.
 - Allocating and managing budgets for development, alumni and archive activities
- To remain well informed on developments in fundraising practice and ensure best practice is followed by staff and volunteers
- To understand and promote all types of tax-efficient donation in the UK and overseas and manage the process of tax reclamation efficiently
- To line manage the Development and Alumni Manager and Development and Alumni Officer on all aspects of their job descriptions
- To liaise with the OP President and the OP Club on behalf of the School
- To support other School events as required.

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General

- Health & Safety - You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, St Peter's School's Health and Safety policy.
- School values - You have a duty to ensure your work, communication and approach conforms to the school's core values and mission. You will need to be aware and comply with school rules, policies and procedures at all times including, but not limited to, those relating to safeguarding, conduct, equality and data protection.

Note: This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion with the post holder.

Employee Benefits

We are a happy, thriving 2-18 co-educational day and boarding school community that combines a high quality, all-round education with a forward-looking and exciting approach to learning.

Our staff are the key to our success. It is their expertise, enthusiasm and commitment that is reflected in our high standards and in the continued excellence of our outcomes. In return, we offer all our colleagues a competitive package.

Salary

All support staff are paid on an appropriate point on the St Peter's Support Staff Salary Scale.

Annual Leave

Employees on all-year round contracts are entitled to a basic entitlement of 25 days paid annual leave (this rises to 27 days after 5 years of service) each year plus public holidays (public holidays occurring when the School is in session are working days). Part-time and term time employees receive a pro-rata allowance of annual leave.

Additional days may be given at Christmas.

All holidays must normally be taken outside of term time.

Discounted School Fees

A discount of 50% on school fees is offered to eligible staff for a maximum of two children per family if a place is available and entry requirements are met. The discount is offered for children aged 4 -18 only.

For part-time staff the discount is calculated pro-rata based on the employee's working hours.

Pension

Eligible support staff are automatically enrolled into the St Peter's School Pension Scheme. Those who do not meet the government criteria for eligibility will be given the option to join/opt in. The School pays a contribution of 12% of the monthly salary and the employee is required to pay 6%.

Sick Pay

Where employees are unable to attend work due to sickness, there is a provision for sick pay. The duration of sick pay increases according to the employee's length of service.

Maternity, Paternity and Adoption Pay

Subject to qualifying criteria, the School offers enhanced allowances for Maternity, Paternity and Adoption Pay for all staff.

Employee Assistance Programme (EAP)

The School provides all staff with access to an Employee Assistance Programme.

An EAP is designed to help you deal with issues that may be affecting your home life, work, health and general well-being. It offers free confidential expert advice on a range of issues 24/7, 365 days a year.

Free School Lunches

Staff can enjoy a free meal during the lunch period in the School Dining Room. Lunch is provided on normal working days during term time. A selection of hot and cold food, beverages and sandwiches are available. The common rooms at all three Schools are well supplied with refreshments throughout the day.

Cycle to Work Scheme

Eligible employees can join our Cycle to Work Scheme (a salary sacrifice arrangement) that allows tax and National Insurance savings on the purchase of a bicycle (and related equipment).

Parking

Limited parking is available on site although alternative travel incentives may be available as part of our sustainable travel plan. All staff are encouraged to use alternatives to car travel wherever possible.

Sports Facilities

All staff can use the school sports facilities free of charge when they are not in use by the pupils. This includes a gym and swimming pool.

Training and Development

Our employees are encouraged to develop their skills and knowledge continually. Training and development opportunities may include gaining a professional qualification and other formal learning opportunities.

Application Process

How to Apply

To apply for this post, please submit a completed application via the link on the St Peter's School website.

The closing date for applications is Friday 16th October. Interviews will take place in the week commencing 2nd November.

To arrange an informal conversation contact the Head Master's EA, Suzanne Kelly. s.kelly@stpetersyork.org.uk

Early applications are encouraged as the school reserves the right to close the post early should suitable applications be received.

How to find us

You can find St Peter's School, York, at YO30 6AB. The School is less than fifteen minutes on foot from York Railway Station.

By Car

From York City Centre: Take the Thirsk Road (A19) at the Bootham Bar traffic lights. The school is 700m on the left, immediately after the footbridge.

From the A64: Take the Northern Ring Road (A1237). At the A19 roundabout turn towards the city centre. The school is two miles on the right, 300m after Clifton Green. Turn right into the school immediately before the footbridge that crosses the road.

Parking is available on site.

Living in York

York is often voted as one of the best places to live in the UK by The Sunday Times and with St Peter's School just 10 minutes' walk from the city centre, it is ideally placed to enjoy everything the city has to offer. York has tremendous connectivity with London less than two hours by train, Edinburgh just over two hours away and the moors, dales and coast within easy reach.

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The city of York has much to offer. Its long history is evident through the Minster, medieval walls, Roman and Viking remains and many more sites of interest. There is a vibrant cultural scene with two theatres, galleries, museums and exhibitions. With two universities and a rapidly growing science park, the city is firmly on the academic map. Head offices for financial services, manufacturing, rail and government departments help to maintain a strong economy and plans are underway for the next phase of development in central York. There is a wide variety of excellent restaurants and shops, leisure facilities and sporting activities. Equally importantly, there is a strong community giving the combined advantages of a city and feeling like a small town to its residents.





St Peter's School
YORK