

DULWICH COLLEGE
FOUNDED 1619

Donor Stewardship and Engagement Manager

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Role Details

Job title

Donor Stewardship and Engagement Manager

Reporting to

The Head of Philanthropy

Period of employment

Permanent

Hours of work

37.5 hours per week, Monday to Friday

Salary

£40,000 per annum

The role

The Donor Stewardship and Engagement Manager plays a key role in strengthening and expanding philanthropic support for Dulwich College. This role is responsible for designing, delivering and continually improving a high-quality, insight-led donor experience that strengthens long-term relationships, supports major and legacy giving, and underpins sustainable philanthropic growth.

The Donor Stewardship and Engagement Manager holds a central role in shaping the College's philanthropic identity, overseeing impact reporting, stewardship communications, digital engagement and donor-facing events. They will champion donor experience across the organisation and embed a culture where excellent stewardship is a shared responsibility. Key deliverables include our annual bursary appeal and the College's Donor Impact Report.

This role requires a strategic and creative approach to donor stewardship and engagement, with a focus on building long-term relationships and enhancing the College's philanthropic reach. The Development Office is responsible for reaching an ambitious annual fundraising target, providing administrative support to the OAA, coordinating events and communications for Old Alleynians (OAs) and the Dulwich community.



The Donor Stewardship and Engagement Manager is part of the Development Office which consists of:

- Director of Development
- Head of Engagement
- Head of Philanthropy
- Philanthropy Manager
- [Donor Stewardship and Engagement Manager](#)
- Alumni Relations Officer
- Development Officer (Operations)

Additional key relationships:

- The Master and the Master's Office
- Deputy Masters
- Heads of School
- Finance
- Marketing and Communications
- Partnerships Office
- Events

Key Responsibilities

[Donor Care](#)

- Own and develop Dulwich College's donor stewardship strategy, ensuring a consistent, relationship-led and high-quality experience for all supporters across the donor lifecycle.
- Design, oversee and continuously improve donor care processes, including thanking, recognition and impact reporting, and liaise with fundraisers about ongoing relationship building.
- Own the editorial direction and production of the annual Donor Impact Report, ensuring it is strategic, compelling and aligned with fundraising priorities.
- Act as the lead for stewardship of donor-funded projects, working with the project leads to ensure that funders receive high-quality reporting, timely communications and a strong sense of connection to the impact of their support.



- Design and oversee a strategic programme of donor-centred events (including Gilkes Circle breakfasts, cultivation dinners, benefactors' receptions and the legators' lunch), ensuring each has a clear stewardship purpose and supports relationship progression.
- Work with colleagues in the Development Team to provide stewardship input into major gift fundraising, ensuring proposals, agreements, reporting and donor journeys align with best practice.

Engagement and Individual Philanthropy

- Own the strategic design and delivery of the annual regular giving appeal, ensuring it reaches its annual target, supports bursary fundraising and strengthens engagement across OAs, parents, pupils and staff.
- Manage and develop a portfolio of priority relationships, including volunteers, ambassadors and donors supporting partnership work, ensuring tailored stewardship and long-term engagement.
- Work with the Head of Philanthropy, Deputy Master (Pastoral and Cocurricular) and the Chaplain to deliver a student philanthropy recognition programme.
- Work with the Head of Philanthropy to integrate stewardship into the legacy programme, ensuring legacy prospects and pledgers receive high-quality, relationship-led engagement.

General

- Shape and manage the Development Office's digital presence, including the website and social media, to raise awareness of our philanthropic impact and acquire new donors.
- Own stewardship-led segmentation activity for Development communications, ensuring messaging is targeted, relevant and donor-centred.
- Oversee tracking, analysis and interpretation of stewardship, mailing and digital engagement data, using insight to improve strategy and performance.
- Maintain a strong understanding of the College's vision, strategy and charitable priorities.
- Ensure stewardship activity remains compliant, professional and aligned with best practice.
- Undertake any other duties within the scope, spirit and purpose of the role as directed by the Head of Philanthropy or Director of Development.



Person Specification

Person Specifications

Essential Qualifications, Skills and Experience

- Demonstrated success in developing and delivering stewardship, engagement or fundraising programmes.
- The ability to build and maintain relationships with donors, supporters, volunteers, or other key stakeholders.
- Experience of producing high-quality written communications for a range of audiences.
- Experience of planning and delivering events with clear engagement or fundraising objectives.
- Experience using CRM/database systems and analysing engagement data to inform decision-making.

Desirable Qualifications, Skills and Experience

- Experience working within an independent school, higher education institution, or similar environment.
- Experience delivering annual giving or regular giving campaigns.
- Experience producing donor impact reports and stewardship materials.
- Experience of digital engagement, social media and website content management.
- Familiarity with fundraising databases such as Blackbaud CRM (Raiser's Edge NXT).

Personal Qualities

- A genuine enthusiasm for philanthropy, education and the transformative impact of charitable giving.
- A relationship-focused approach, with the ability to engage confidently and sensitively with a wide range of stakeholders.
- Creativity and curiosity, with a desire to continually improve supporter experience.
- Adaptable and resourceful, able to work independently and as part of a team.
- Self-motivated, proactive and able to take ownership of projects.
- Ability to remain composed and organised when managing multiple priorities.



Application Procedure

To apply for this role please visit our [vacancies page](#).

Closing date

Tuesday, 30 June 2026

Interview dates

Interviews will take place on site week commencing **Monday, 6 July 2026**

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to the Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity No. 1150064.

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses.
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals.
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



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