FHS
Francis Holland Schools

CANDIDATE INFORMATION



DEVELOPMENT MANAGER (Maternity Cover)

IMMEDIATE START

JOB DESCRIPTION

About Francis Holland Schools Trust

Francis Holland Schools Trust was founded in 1878 with a mission to equip young women with the intellectual ability, emotional intelligence and creative confidence to make a meaningful contribution to society.

Today, the Trust comprises three highly regarded independent day schools situated in the heart of London, educating approximately 1,400 girls aged 4 to 18:

Francis Holland Regent's Park
Francis Holland Sloane Square
Francis Holland Preparatory School, Chelsea

While each school is proudly distinctive, all are united by the Francis Holland educational philosophy: delivering an exceptional, forward-looking and well-rounded education for girls. Academic excellence sits alongside outstanding pastoral care, enabling pupils to flourish, find happiness and lead lives of purpose. Together, the schools share a belief that education is for life, equipping young people with the confidence, character and capability to thrive in a rapidly changing world.

Reporting to: Chief Strategic Development Officer

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 30th November 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 Chief Strategic Development Officer 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 Chief Strategic Development Officer, 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 Chief Strategic Development Officer 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 polices. 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 Chief Strategic Development Officer.

- **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.

PERSON SPECIFICATION



Qualifications

- Educated to degree level or equivalent – ***Desirable***
- Evidence of continuing professional development – ***Essential***

Experience

- Experience in a Development role – ***Desirable***
- Experience in the education sector, preferably secondary or higher education – ***Desirable***
- Experience with charity and regulatory compliance – ***Desirable***

Knowledge and Skills

- Commercial mindset
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Understanding of the regulatory and compliance environment for independent schools and charities

Personal Attributes

- High ethical standards and integrity
- Proactive, self-motivated, and resilient
- Strong interpersonal skills
- Collaborative and team-oriented approach
- Commitment to safeguarding, equality, and the values of the school

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.







FHS
Francis Holland Schools

Francis Holland Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo our safer recruitment checks and child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974. Francis Holland Schools Trust champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community. Registered Charity: 312745