

## DEVELOPMENT OFFICER

### Candidate Information Pack



Closing date for applications:  
5pm Thursday 25 April 2019

## Purpose of the role:

- To raise funds from a range of income sources, including trusts, individuals and alumni, for bursaries, capital projects and other core fundraising priorities at The Yehudi Menuhin School.
- To provide first-class administrative support to the Development Office in the delivery of a comprehensive fundraising strategy, involving a range of events, campaigns and appeals.



## Key points about the role:

**Contract type:**

Permanent/Full-time

**Holidays:**

25 days annual leave  
plus public holidays  
(excluding term time)

**Probationary Period:**

Three months

**Reporting to:**

Head of Philanthropy

**Hours:**

37.5 per week (plus some  
evenings/weekends for events)

**Pension:**

Contributory stakeholder  
pension scheme (13.5%  
employer contribution)

**Salary:**

£23-25,000 per annum,  
(depending on experience)

**Other perks:**

On-site swimming pool  
Free lunchtime concerts

## The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 thanks to the vision and determination of an extraordinary musician and world citizen, the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils and allowing the development of a 'Celebrity Series', attracting musicians of international renown. In 2016, new Music Studios were opened, providing state-of-the art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts 86 boys and girls from 22 nationalities.

## Working here

The School is set in gorgeous grounds and we offer a friendly working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the School.

Staff benefit from free lunches in term time as well as refreshments at morning and afternoon breaks in the staff room, which all are encouraged to attend.

We place a high value on the on-going professional development of all our staff as well as the full induction and training of all new staff.

We are committed to the wellbeing of all students and staff, and provide a 'no-smoking' environment.



## Job Description

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### Reports to

Head of Philanthropy

### Key relationships

Development Director, Bursar's Office, Marketing and Communications Manager

### Key areas of work

#### Research

- Conduct comprehensive research into Trusts and Foundations, and assist the Head of Philanthropy in drafting applications
- Review individual prospects to assess their feasibility as potential donors and perform relevant prospect research
- Produce research on individuals and organisations as requested
- Work with the Head of Philanthropy to maintain an accurate and productive prospect pipeline

#### Alumni

- Develop and update alumni records and contribute to the development of a new engagement strategy for YMS alumni
- Co-ordinate and implement alumni campaigns and events

#### Friends of YMS

- Administer the Friends of YMS scheme and ensure the timely processing of all renewal notices, thank you letters etc. to ensure maximum donor retention
- Act as an Ambassador for the Friends scheme, working with the Head of Philanthropy and Marketing and Communications Manager to publicise the scheme to new audiences and demographics
- Manage all Friends Management Committee meetings as well as the Friends AGM, including preparing and distributing papers, and writing minutes

#### Administration

- Process all incoming gifts, and ensure that donors are thanked by the most appropriate member of staff
- Maintain accurate records of all pledge payments for donors, trusts and foundations etc, process payments when received, and ensure that donations are chased appropriately
- Process CAF and Gift Aid claims in coordination with the Bursar's Office
- Organise the mail merging, collation and distribution of all development mailings, including the

School's newsletter and Menuhin Hall What's On brochure

- Support all fundraising applications and pitches by arranging printing and mailing of proposals, collating responses, updating records on Raiser's Edge and acknowledging gifts
- Attend and minute Development Committee meetings, and ensure timely production and distribution of papers
- Coordinate all logistics for meetings with key stakeholders including Governors, Major Donors, Prospects, Musical Patrons etc.
- Provide general administrative assistance to the Head of Philanthropy and Development Director as necessary

### Database

- Manage the Raiser's Edge database with responsibility for the accurate inputting of donor and constituent information, running of queries, entry of gifts and any other related duties which might be deemed appropriate to the role
- Ensure all data processing is compliant with GDPR, PECR and any other relevant legislation

### Donor stewardship

- Proactive stewardship of individual and institutional donors, using all appropriate means of communication, from face-to-face meetings through to written reports
- Give tours of the School to potential donors

### Events

- Manage all Friends events held at the school and work closely with the Marketing and Communications Manager for all external development events, including YMS' annual concert at the Wigmore Hall in London

### General

- Be aware of and abide by all Yehudi Menuhin School policies and procedures
- Any other tasks as reasonably requested by the Head of Philanthropy or Development Director



## Who we are looking for

This is an ideal role for a fundraiser towards the start of their career with a passion for the arts and education. You will bring relevant experience along with a positive, can-do attitude, and a willingness to learn and stretch yourself professionally. A sense of humour and ability to stay cool under pressure are always helpful!

Skills and qualifications	
Educated to a degree level or equivalent	Essential
Institute of Fundraising Certificate in Fundraising	Desirable
Knowledge and experience	
Experience working in a team which is working towards achieving income targets	Essential
Strong IT skills (Excel, Word, Powerpoint) and experience using a database	Essential
Experience using Raiser's Edge and / or Raiser's Edge NXT	Desirable
Experience of working in a charity or school	Desirable
Core Competencies and Attributes	
Communication: <i>the ability to organise and present information, views and concepts in a concise, understandable and interesting format for a variety of audiences</i>	Essential
Interpersonal skills and teamwork: <i>the ability to work co-operatively with others to accomplish joint tasks and common objectives. The post-holder will be able to build positive, ongoing relationships with all staff and volunteers as well as external stakeholders</i>	Essential
Results oriented: <i>the post-holder requires an ability to handle multiple priorities or assignments and to determine when it is necessary to involve others</i>	Essential
Problem solving: <i>the ability to analyse, identify problems and find solutions.</i>	Essential
Learning: <i>the ability to identify current knowledge level and skills set and areas requiring development</i>	Essential



## How to apply

If you would like to apply for this role, [please download the application form](#) from the Employment Opportunities page on the School website.

Your application form should be completed in full and returned along with a covering letter to Beth Quartermaine, Head of Philanthropy ([beth.quartermaine@menuhinschool.co.uk](mailto:beth.quartermaine@menuhinschool.co.uk)) by 5pm on Thursday 25 April. Should you require any further assistance or to discuss the role informally, please contact Beth via email.

Interviews will be held at the School during the week commencing 29 April.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is committed to Equal Opportunities and welcomes applications from all sections of the community.



@menuhinschool



@yehudimenuhinschool



The Yehudi Menuhin School

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