

## DEVELOPMENT OFFICER Candidate Information Pack



Closing date for applications:  
Wednesday 9 December 2020

## Purpose of the role:

We are seeking a Development Officer to join our friendly team and 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. The successful candidate will help to raise funds from a range of income sources, including trusts, individuals and alumni, for core fundraising priorities at The Yehudi Menuhin School, such as bursaries, capital projects and other areas of support.



## Key points about the role:

**Contract type:**

Permanent, full-time

**Holidays:**

25 days annual leave plus bank holidays that do not fall in term time

**Probationary Period:**

Three months

**Reporting to:**

Head of Philanthropy

**Hours:**

37.5 hours per week (with flexibility for events)

**Salary:**

£23-£25,000 (depending on experience)

**Pension:**

Contributory stakeholder pension scheme (13.5% employer contribution)

**Other perks:**

Free on-site parking  
On-site swimming pool  
Free lunchtime concerts  
Flexible working



## 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 currently open for all pupils and the majority of staff are working on-site. Home based working during lockdown is considered on a case-by-case basis for administrative staff. Flexible working arrangements can be discussed with the successful candidate.

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, currently delivered in a COVID-safe way. There is also an on-site swimming pool which staff can access according to government COVID guidelines.

We place a high value on the ongoing 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

### Purpose of the role

To raise funds from a range of income sources, including trusts, individuals and alumni, for core fundraising priorities at The Yehudi Menuhin School, such as bursaries, capital projects and other areas of support.

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.

### 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

#### 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

#### 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

#### Events organisation

- Organise fundraising and stewardship events online for Friends and other donors, under the direction of the Head of Philanthropy and / or Development Director
- Manage all Friends events held at the school (in accordance with government guidelines)
- Organise fundraising and stewardship events in London and other key locations, under the direction

of the Head of Philanthropy and / or Development Director (in accordance with government guidelines)

### Digital fundraising

- Contribute to the development and execution of new digital fundraising campaigns, in close collaboration with the Marketing and Communications Manager

### Administration

- Process all incoming gifts and ensure that donors are thanked by the most appropriate member of staff and correctly acknowledged on any public-facing channels
- Maintain accurate records of all pledge payments for donors, trusts and foundations etc., process payments when received and ensure that pledges are followed up 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
- Support all fundraising applications and pitches by arranging printing and mailing of proposals, collating responses, updating records on Spektrix 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 Spektrix database with responsibility for the accurate inputting of donor and constituent information, running of customer lists and reports, 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

### Alumni

- Contribute to the development and execution of a new engagement strategy for YMS alumni in collaboration with colleagues in the Music Department
- Co-ordinate and implement alumni fundraising campaigns and events



**General**

- Contribute to the development of new ideas, initiatives and campaigns to raise funds from existing and new donors
- 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

**Person Specification**

This is an ideal role for someone who has a genuine passion for the arts and education and can demonstrate their outstanding organisational, administrative and people skills. Ideally, you will bring some experience of fundraising, marketing and/or managing membership schemes, but we will consider other candidates who can convince us that they have the right skills and attitude to thrive in the role.

<b>Skills and qualifications</b>	
Excellent proficiency in general office computer software, including word-processing, spreadsheets, databases and internet systems	Essential
<b>Knowledge and experience</b>	
Experience of working in a professional setting and successfully meeting individual and team objectives	Essential
Experience working for an arts organisation or charity	Highly desirable
Experience in a team which is working towards achieving income targets; and/or experience working in membership-based organisation	Highly desirable
Proficiency in using a fundraising database (we use Spektrix)	Desirable
<b>Abilities and Attributes</b>	
Excellent administrative and organisational skills, with the ability to prioritise your workload without constant supervision, and show initiative and drive	Essential
Attention to detail and an unwavering commitment to ensuring all administrative tasks are completed to the highest standards, in service of the team's objectives	Essential
Ability to build positive, ongoing relationships with colleagues, both within the team and across operational boundaries – demonstrating tact, emotional intelligence and the ability to work collaboratively to reach mutual goals	Essential
Excellent communication skills, both in writing and in person, and the ability to represent the school to donors and other external stakeholders	Essential
Ability to identify and analyse problems and suggest creative and deliverable solutions	Essential
Ability to identify current knowledge level and skills set, and areas requiring development, with a commitment to ongoing improvement	Essential



## How to apply

If you would like to apply for this role, please contact Lucy Flower at [recruitment@menuhinschool.co.uk](mailto:recruitment@menuhinschool.co.uk) to request an application form.

Should you require any further assistance or to discuss the role informally, please contact Beth Quartermaine at [beth.quartermaine@menuhinschool.co.uk](mailto:beth.quartermaine@menuhinschool.co.uk).

Your application form should be completed in full and returned along with a covering letter to Lucy Flower by 5pm on Wednesday 9 December.

Interviews will be held online in the week commencing 14 December.

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 an Equal Opportunities employer and welcomes applications from all sections of the community.



@menuhinschool



@yehudimenuhinschool



The Yehudi Menuhin School

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