



THE HABERDASHERS' ASKE'S ELSTREE SCHOOLS' FOUNDATION

JOB DESCRIPTION

Alumni Relations, Events & Fundraising Officer **(currently based in the Haberdashers' Aske's Boys' School)**

Haberdashers' Aske's School for Girls and The Haberdashers' Aske's Boys' School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role:	Alumni Relations, Events & Fundraising Officer
Reporting to:	Director of the Haberdashers' Aske's Elstree School Foundation (Habs Foundation)
Overview:	<p>Haberdashers' Aske's School for Girls and The Haberdashers' Aske's Boys' School have ambitious plans to build dynamic relationships with their alumni and friends' communities and to undertake new fundraising initiatives to support the work of the schools. This work will be conducted through the Habs Foundation, which raises vital funds for both the Boys' and Girls' Schools.</p> <p>The Alumni Relations, Events & Fundraising Officer will support the Director of the Habs Foundation in 'delivering an alumni relations strategy to build strong, mutually rewarding relationships among alumni and between alumni and the students, staff, parents and friends of the schools.</p> <p>Alumni relations at both schools come under the remit of the Habs Foundation. As such, the postholder will work closely with other members of the Foundation team to deliver fundraising initiatives and alumni activities that benefit both schools. While the postholder's work will focus primarily on the boys' school, particularly initially, the postholder will be expected to work to support the girls' school and joint activities as well.</p>
Hours:	This role is full time and year-round.
Location:	Haberdashers' Aske's School for Girls and The Haberdashers' Aske's Boys' School, Borehamwood, 15 miles northwest of central London. Some remote working may be possible with prior approval of the Director of Foundation.
Salary:	Salary up to £34,223 per annum + benefits, subject to experience.

Responsibilities

- Reporting to the Director of the Foundation, the Alumni Relations, Events & Fundraising Officer is responsible for building a dynamic alumni-engagement programme at the Boys' School and helping to build a warm and mutually supportive 'Habs community' of alumni, parents, staff, students and friends at both schools.
- As with all staff at both schools, the postholder will be responsible for promoting and safeguarding the welfare of any children and young persons for whom they are responsible or with whom they come into contact.

The role will include but not be limited to the following principal duties:

Alumni Relations

- Work with the Director of Foundation to develop an engaging and strategic alumni relations programme that appeals to alumni of different ages and backgrounds and which furthers the mission of the school. This will include joint activities and communications with the Boys' School and its alumni as appropriate.
- Serve as the first point of contact for the Foundation at The Haberdashers' Aske's Boys' School, responding promptly to alumni and other constituents.
- Maintain alumni communication channels, producing fresh and engaging content for social media (e.g., Facebook, LinkedIn, Twitter), email, websites and print publications on a regular schedule. Communications will be aimed at encouraging positive interaction within the Habs community and between the community and the school and will be coordinated with communications staff and senior leadership at the Boys' School, as well as at the Girls' School as needed.
- Identify and recruit capable alumni volunteers to support alumni relations and fundraising initiatives (e.g., career talks, mentoring, fundraising support, social-media ambassadors, events support).
- Organise and run frequent alumni events, such as reunions and dinners, at the school, in greater London and beyond, with support from the Foundation team. This will include occasional events outside of typical office hours. Responsibilities will also include administering correspondence, liaising with suppliers and creating event materials.
- Work effectively with the Haberdashers' Aske's Schools' Senior Leadership Team, Governors, and high-level volunteers on alumni relations and development initiatives.
- Produce reports on constituents and related activity as needed.

Development

- Assist the Director of Development and the Foundation team in implementing fundraising initiatives for bursaries & scholarships, building projects and other school priorities.
- Maintain warm professional relationships with donors by phone, email, post and in person.
- Research prospects and donors using appropriate and GDPR-compliant channels.
- If the postholder is interested in developing fundraising skills, there will be a possibility of cultivating and soliciting low-to-midlevel gifts from a portfolio of prospective donors as time and aptitude allow (determined by the Director of Development and Director of Foundation).

Skills and experience

Essential

- Evidence of a successful track record in alumni relations and/or volunteer engagement programmes
- Demonstrable experience in events management, planning and implementation
- Excellent verbal and written communications skills
- Strong organisational and multi-tasking abilities
- Bachelor's degree or equivalent experience
- Ability to prioritise own schedule and work to strict deadlines
- Evidence of the effective use of a variety of social media channels to advance an institution's mission (especially LinkedIn, Facebook, Twitter and/or Instagram)

Desirable

- Fundraising and donor stewardship experience
- Knowledge of and experience in working in an academic environment
- Demonstrable experience of using a CRM database (ideally Raiser's Edge)
- Evidence of delivering social media communications campaigns on a variety of platforms
- Experience maintaining an alumni networking/mentoring platform (ideally Graduway)

Attributes

Essential

- Appreciation of and sympathy for the objectives of an independent school
- Willing to work outside normal working hours as required
- A friendly and highly professional manner in interactions with alumni, students, parents, staff and external agencies
- Capable of assuming responsibility for a wide number of tasks with a minimum of direction and supervision
- Excellent organisational skills with an ability to plan, prioritise and meet deadlines
- A professional, flexible and proactive attitude

Desirable

- A familiarity with the Haberdashers' family of schools is a plus.

Training

- Prepared to undertake such training and professional development as required to stay abreast of legislation and developments relevant to the post.

Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Enrolment into the School's pension scheme, with 12% employer contribution, based on 5% individual contribution
- Group Life Assurance (4 x salary);
- Free lunches, other meals and refreshments;

- Free parking on the School campus;
- Free coach travel on the service provided by the School (subject to availability);
- Tax free bicycles for work through the Cycle to Work Scheme;
- Employee Assistance Programme