



THE HABERDASHERS' ASKE'S ELSTREE SCHOOLS' FOUNDATION

DEVELOPMENT DATABASE MANAGER

The Haberdashers' Elstree Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS record check.

Haberdashers' Boys' School and Haberdashers' Girls' School are two of the eleven schools of the Worshipful Company of Haberdashers. We share a rich history, tracing our roots back to the 17th century, when our founder, Robert Aske, established the principles that guide us to this day – we give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life. Our priority is the education of the whole person in a truly exceptional learning environment with outstanding facilities. Our support staff play a vital role in the delivery of high quality academic and pastoral care for every student. The schools occupy traditional and purpose-built facilities in a superb setting: 100 acres of playing fields and grounds, all within close reach of north London.

Role: Development Database Manager

Reporting to: Director of Development, Haberdashers' Elstree Schools

Overview: Haberdashers' Girls' School and Haberdashers' Boys' School have ambitious plans to build dynamic relationships with their alumni, parents and friends, and to undertake new fundraising initiatives to support the work of the schools. This work is conducted through a small, hard-working development and alumni relations team that works across both schools.

This is an exciting time for the schools. While they remain largely autonomous institutions with their own cultures and traditions, they are undertaking joint fundraising and alumni relations activities for the first time in their histories.

That makes the database manager a key role within the team. Integrating systems to maximise efficiency while respecting the different needs, sensitivities and even data-protection policies of the schools and their constituents requires an experienced database manager with a zealous attention to detail; an in-depth knowledge of Raiser's Edge; and a sophisticated understanding of how to export, import and (where warranted) merge multiple datasets.

The Development Database Manager has overall responsibility for the administration and oversight of the Raiser's Edge donor/alumni database, gift processing and alumni networking platforms across both schools. Responsibilities include maintaining the integrity of the data, optimising the database for fundraising appeals, generating reports and queries, providing professional support and

training to users, processing all gifts and claiming Gift Aid. The database manager is also responsible for ensuring the database is up to date and complies with data protection legislation.

Hours: This role is full time and year-round.

Location: Haberdashers' Girls' School and Haberdashers' Boys' School, Borehamwood, 15 miles northwest of central London. A flexible work schedule, including a mix of remote and on-site working, will be possible for the right candidate.

Salary: Salary approximately £40,000 to £43,000 per annum + benefits, subject to experience.

How to Apply: Applications should be submitted using the school's application form, detailing how you meet the requirements of the role and person specification.

Closing Date: 8am on Monday 30 May. We expect to hold in-person interviews for shortlisted candidates during the week commencing Monday 6 June.

Main Responsibilities

- Manage the Raiser's Edge database, including planning and implementing ongoing data organising and cleansing, responding to queries, monitoring software updates and liaising with IT colleagues as necessary.
- Optimise and maintain Raiser's Edge, as well as the 'back end' of fundraising and social media online platforms used by the schools, in preparation for a multi-year comprehensive fundraising campaign, ensuring all are responsive to the evolving needs of the development and alumni relations team.
- Ensure the accurate and timely input and management of data regarding recent leavers and the alumni community, former parents, former teachers and staff and prospective and current donors.
- Manage gift processing, Gift Aid claims, monthly direct debits and bank account reconciliations. Accurately enter and process all gifts (including pledges, cheques and online donations) and work with fundraisers and Finance colleagues to ensure correct project codes are applied and funds are directed to the right accounts.
- Process payments and invoices for all foundation events and projects, liaising with Finance colleagues.
- Generate queries and exports as required by the development and alumni relations team and the schools for research, mailings, events, fundraising appeals and general communication with the Habs community. Ensure in each case that the key data are included and accurate, that 'do not contact' and other exclusions are applied, and that salutations, names and other information reflect constituent preferences.
- Conduct prospect and due diligence research and produce summary reports on current and prospective donors using publicly available sources.

- Oversee, in collaboration with external providers, the administration of time-sensitive data-capture and update surveys, data segmentation, gift processing and other data handling processes necessary for annual telephone campaigns and giving days.
- Assist director of development in implementing a 'moves management' system to ensure an active and growing donor pipeline.
- Serve as the data protection officer for the development and alumni relations team, ensuring that the collection and use of personal data by the team and volunteers complies with all data protection and privacy legislation and best practice.
- Train staff in Raiser's Edge and other data-management systems as needed.

Additional Responsibilities

The development and alumni relations team is small, and all team members are expected to perform a range of tasks as needed. These include, but are not limited to, the following:

- Assist with occasional evening and weekend events hosted by the schools and the team
- Serve as a helpful and friendly 'ambassador' for the team in all dealings with staff, donors, alumni, parents, students and the public
- Work effectively and collaboratively with the Finance Department, IT colleagues and other staff as necessary
- Provide general administrative support, and any other reasonable request

Person Specification

You are a motivated and highly organised self-starter, with a knack for methodical problem-solving, enthusiasm for the potential of data to drive effective fundraising and alumni relations, and a meticulous attention to detail.

Working at the heart of this small and busy team, you will be responsible for the optimisation and day to day running of our Raiser's Edge database and related tools. You will also take the lead in implementing new financial and operational procedures which will make our fundraising and alumni relations work more efficient and effective, and which will be easy for less tech-minded team members to adopt and sustain.

You are comfortable extracting, interrogating and reporting on data to help inform strategy, always looking for ways to use and improve your skills and experience to make an impact. You never forget that behind the data are real people, and that ensuring the integrity, accuracy and protection of their data is vitally important, both for them and for the schools.

Skills and experience

Essential

- At least three years' experience managing a Raiser's Edge database in a fundraising setting
- Demonstrated proficiency in database administration, import/export, configuration, problem resolution and advanced querying using Raiser's Edge
- Experience processing donations, including processing and recording direct debits, cheques, importing gift data via batch, and submitting gift aid claims
- Thorough understanding of GDPR and other data protection legislation and how this applies to data management

- Good all-round IT skills including competence in all aspects of MS Office

Desirable

- Familiarity with academic fundraising and donor stewardship
- Experience working within the independent school system or other academic setting
- Some experience of events management

Attributes

Essential

- 'Can-do' attitude
- Comfortable working as part of a small, dynamic team
- Willing to be hands-on in all aspects of the role
- Able to prioritise own workload and remain motivated while working to strict deadlines
- Highly organised
- Keen eye for detail and accuracy
- Able to interact effectively with colleagues within the team and the schools
- Adaptable and proactive attitude to work
- Enthusiastic and reliable, with a high level of professionalism and discretion
- Content to navigate both busy and quiet periods, working diligently during the former and identifying ways to use the time productively during the latter

Desirable

- A familiarity with the Haberdashers' family of schools

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
- 40 days holiday inclusive of bank holidays
- Group Life Assurance (4 x salary)
- Free lunches, other meals and refreshments on site
- Free parking on the school campus
- Free coach travel on the service provided by the School (subject to availability)
- Free access to school gym facilities and swimming pool
- Tax free bicycles for work through the Cycle to Work Scheme
- Employee Assistance Programme