



**TUDOR
HALL**

Director of Development
INFORMATION PACK



An introduction to Tudor Hall

Tudor Hall is an independent boarding and day school for girls aged 11 to 18 situated in beautiful parkland surroundings approximately one mile outside Banbury. Founded in 1850, vitalised in 1939 by Headmistress Nesta Inglis, and settled in Wykham Park in Oxfordshire in 1946, Tudor Hall is one of the oldest girls' boarding and day schools in Britain.

It is a progressive, outward looking and successful school; academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. With over 300 girls, of whom approximately 20% are day pupils, the size of the school allows us to give our girls an individual education and our aim is to provide the best possible platform for the next phase of their lives.

The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. Outcomes for Tudor pupils are excellent. In 2023 42% of A level grades were A*/A and 68.8% A*-B. At GCSE, 49.4% of grades awarded 9-7 (A*-A), above the Independent School sector average, and 79% of grades were awarded 9-6 (A*-B).



Facilities are outstanding, with over £13 million spent on developments in the last ten years. This investment has included the provision of a purpose-built dining hall and kitchen facility, extending and refurbishing the sixth form houses, new and increased staff accommodation, refurbishing the science laboratories, refurbishment of boarding houses, new car parking facilities, the addition of a drama studio, construction of The Griffiths Centre, providing state-of-the-art facilities for English, Mathematics and creative subjects, and, most recently, a new fitness suite which was completed in Summer 2023.

The ethos of Tudor Hall is to foster the strengths of the individual, within and beyond the classroom. The co-curriculum is extensive and is an important and valued dimension of the school. Girls are encouraged to show curiosity, challenge themselves and pursue wide interests. There is an enormous range of opportunities available, with high standards achieved across a broad spectrum of activities.

Habeo ut dem, I have that I may give, is at the core of the School's values and ethos, underpinning all strategic decisions.

School Aims

- To provide a high standard of education for girls aged 11–18 in a boarding environment.
- To know and value every one of our pupils as individuals; putting their wellbeing at the heart of everything we do.
- To encourage girls to use their talents for the benefit of the community around them whether family, school or the wider world, in the spirit of the motto 'habeo ut dem'.
- To equip pupils for life after school with the foundation of sound values and faith which are based on Christian teaching but not exclusive of the religions or traditions of other cultures.

For further information about the school, please visit www.tudorhallschool.com

Director of Development Executive Summary

Tudor seeks to appoint an experienced professional into the role of Director of Development, a lead for the School's philanthropic fundraising. The School sees this appointment as an exciting and challenging opportunity for a strategic and motivated individual who will actively seek – and seize – new fundraising opportunities, be they within the School's community of alumnae and parents, or beyond.

Tudor Hall is committed to broadening social impact by offering a revitalised programme of transformational bursaries, underpinning our commitment to being a diverse and inclusive learning community. The bursary programme, alongside an extensive capital development programme, forms a key part of the School's Strategic Vision and the Director of Development will play an integral part in bringing this vision to life.

The successful candidate will have a track record in engaging stakeholders and soliciting major gifts, and in cultivating a feeling of belonging for each and every donor and potential donor. You will be able to take a strategic view and will bring creativity and integrity to the role, working collaboratively as part of a team. You will be highly articulate, persuasive, and able to inspire and engage different audiences. Not only will you be passionate about the power of education and the value of transformational bursaries in making a real difference, you will also be an ambassador for how these bursaries have a hugely positive impact not just on individual pupils, but on their family, their community and on the character of the School. You will have experience in fundraising in an educational or charitable setting, and/or have worked in a commercial environment working to financial targets, and will have an affinity with independent education. With responsibility for leading the Development team, you will know how to get the best from others and have the qualities to empower your team to succeed.

This position will suit someone who thrives on innovation and growth and enjoys working closely with a committed Senior Leadership Team, under the leadership of Julie Lodrick, whose tenure as Headmistress began in 2022, with the full support of the School's Governing Body. This is an exciting opportunity to join a forward-looking community at the start of its next chapter and to play an essential role in Tudor Hall's long-lasting security and prosperity for the benefit of all.



Job Description

The Director of Development will be responsible for raising additional income in support of the School's strategic objectives, managing and developing relationships with the whole school community, existing supporters and partners, and building a network of individuals and organisations that can add value to the educational offering of the School. The appointed candidate will work with the Headmistress, Bursar and Director of External Relations to establish and implement a strategy for philanthropy, which can support the School's Strategic Vision in the short, medium and long term.

The postholder will also build, lead and sustain a successful department that pro-actively engages in stewardship in order to create and sustain a culture of philanthropic giving. This will involve the articulation of a clear case for support to relevant audiences, engaging with and supporting the work of various constituencies of supporters of the School, planning and implementing friend-raising and fundraising campaign(s), and managing the fundraising process.

The Director of Development will report to the Headmistress and work closely with the Director of External Relations, Bursar and Governors, as appropriate, alongside the Admissions, Marketing, Communications and Events team and will manage, and be assisted by the Development and Alumnae Relations Office Administrator and the Alumnae Communications Manager.

Main Duties

The role includes, but is not limited to, the following key areas of responsibility:

- developing and implementing a fundraising strategy which raises additional income in support of the School's aims and ambitions;
- creating and tailoring a compelling fundraising case for support - for both the revitalised transformational bursaries programme and specific capital development goals - which appeal to the Tudor Hall community and wider stakeholders, donors and potential donors;
- managing a systematic research programme that identifies new prospective major donors and ambassadors for giving;
- constructing a pipeline of prospective major donors and working closely with the Headmistress and Governors to develop such key relationships;
- executing a stewardship programme for existing supporters which demonstrates effectively the impact of their philanthropy;



- further developing and managing the legacy giving programme, encouraging parents and alumnae to consider leaving provision for Tudor Hall in their Will;
- producing high-quality communications and collateral to support the School's engagement and fundraising activities and demonstrate impact, to include the Annual Report for donors;
- curating and managing a strategic programme of engagement, fundraising events, stewardship and communications for parents and alumnae;
- overseeing the School's development database, ensuring constituent data is stored, updated and retained in line with the School's data policies and GDPR;
- developing and overseeing a regular/appeal giving programme which promotes a cul-ture of charitable giving at Tudor Hall;
- fostering positive relationships with parents and alumnae across the Tudor community;
- managing the financial processes of the Development office;
- ensuring that all fundraising activity is compliant and ethical, developing and improv-ing policies and procedures as required;
- managing and developing the capability of the Development team;
- reporting regularly on fundraising performance to the Senior Leadership Team and the Governing Body

Additional

- remaining up-to-date with developments in fundraising, refreshing skills as necessary, and keeping abreast of relevant philanthropic news, charity law and other relevant legislation, ensuring best practice is followed at all times;
- maintaining close links with the School's staff and supporters through attending Leadership, Governor and Alumnae Association meetings, as required, regular contact with teachers and support staff, to maintain co-operation, and supporting School events where possible;
- adhering to Health and Safety regulations at all times;
- all staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the School's Child Protection Policy;
- carrying out any other duties as may reasonably be requested by the Headmistress.



Person Specification

The successful candidate will possess the following experience, knowledge, skills and personal attributes:

Qualifications

Essential

- Educated to degree level or equivalent

Desirable

- Membership of Institute of Development Professionals in Education and/or the Institute of Fundraising/CASE Europe
- Post graduate qualification related to development

Experience

Essential

- Extensive experience and a proven track record in fundraising and development in education with a demonstrated ability to identify, cultivate and secure six figure gifts;
- Experience of fundraising for transformational bursaries
- the ability to cultivate and steward diverse international philanthropic relationships with a willingness to travel when necessary;
- Significant experience of leading fundraising functions at a strategic level, likely in the cultural and/or independent education/higher education sectors or related third sector organisations
- Demonstrable experience of planning and implementing development strategies
- Experience of using and maintaining CRM databases

Desirable

- Experience of developing new business and meeting ambitious targets including identifying and building networks, working with senior volunteers, as well as managing programmes of events and communications

Knowledge and skills

Essential

- An appreciation of the importance of financial management and a capacity to manage budgets and forecasts efficiently and effectively;
- Knowledge of current fundraising best practice and innovation, including but not limited to digital fundraising strategies
- Knowledge of British charity law and charitable tax law
- Knowledge of data protection legislation and the Fundraising Regulator Code of Practice
- Knowledge and understanding of the independent schools' sector, particularly boarding schools
- Highly developed interpersonal and persuasive communication skills, both written and spoken



Personal Attributes

- a strong belief in the power of development and fundraising to create transformative opportunities and experiences and a genuine commitment to continuing to widen access to independent education and Tudor Hall in particular;
- a resilient, enthusiastic, positive, confident, and empathetic person who enjoys meeting people and creating long-term relationships;
- a creative initiator who sees plans through to completion;
- an opportunist networker who enjoys seeking out opportunities for the School and the wider Tudor community;
- the ability to lead by example, empower others and command respect, both within the School and in the wider Tudor community;
- the ability to work independently and collaboratively as a team member with a demonstrated ability to motivate and manage a team;
- an accomplished communicator at all levels with outstanding oral and written communication and exceptional interpersonal skills;
- a flexible, results-focused approach to targets, combined with a keen eye for detail and the ability to plan time effectively and manage a significant and varied workload;
- sound judgement, complete professionalism, high levels of tact, diplomacy and integrity;
- a commitment to the highest standards; honesty, integrity, respect and compassion;
- a strong sense of self-awareness and willingness to learn, a balanced sense of perspective and a sense of humour;
- a strong belief in the value of independent education, an understanding of schools as businesses and a genuine identification with the Tudor ethos.

Due to the demanding nature of the role, it is expected that the successful candidate will live, or be prepared to relocate to, within 60 minutes of travel to Banbury. The role will also entail regular attendance at evening and weekend events and occasional travel.



Terms and Conditions

- The post is a full-time position, with hours required to complete the role to include some evening and weekend working.
- The willingness to travel both UK wide and internationally.
- A competitive salary is offered subject to qualifications and experience. Salary is paid monthly in arrears on the 28th of the month and salaries are reviewed annually on the 1st September each year.
- Holidays: 6.6 weeks holiday (inclusive of Bank holidays) to be taken in school holidays. Bank holidays that fall in term time will be working days.
- The post holder will automatically be enrolled into the school's defined contribution pension scheme. Retirement:
 - The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
- In the absence from duty owing to illness, salary will be paid for the following periods:
 - i. in the first three months of service – 7 days
 - ii. in the first year of service, after three months - 4 weeks
 - iii. after the first year of service - 8 weeks
- Termination of the post is by you giving the School not less than twelve weeks' written notice of termination of employment and by the School giving you not less than twelve weeks' written notice.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Equal Opportunities

Tudor Hall is committed to providing a mutually respectful environment, where everyone can thrive and meet their full potential. We seek to provide a safe and happy environment where all can flourish and where diversity is celebrated.



Support Staff Salary and Benefits

The salary for the successful candidate will depend upon qualifications and experience and will be discussed at interview.

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 in the school's definerous holiday entitlement (6.6 weeks, to be taken in school holidays, Bank • remission of fees in line with the current policy of the Governors, subject to the usual standards and procedures for admission (currently 40% remission of day fee at Tudor Hall and at Carrdus School, pro-rata for part-time staff);
- free lunches, other meals and refreshments whilst on duty during term time;
- free parking onsite;
- free coach travel on the service provided by the School, subject to availability;
- free use of the fitness suite, swimming pool and tennis courts, subject to availability;
- access to the Employee Assistance Programme.

This job description is not exclusive or exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken has not been identified. The post holder may be required to undertake duties that are broadly in line with the above responsibilities.

How to apply

Please send a covering letter addressed to the Headmistress Ms Julie Lodrick summarising your suitability for the post along with the completed application form. to Mrs Nicole Hamilton at Tudor Hall School, Wykham Park, Banbury, Oxfordshire, OX16 9UR, or by email to: recruitment@tudorhallschool.com.

The closing date for applications is 13:00 Monday 22nd April 2024

Long List Interviews will take place week commencing 29th April 2024.

Short list Interviews will take place week commencing 13th May 2024.



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