

October 2024

Dear Candidate

Thank you for your interest in our permanent Development and Alumni Relations Officer role at King Edward's School, Bath.

We have an exciting opportunity in our growing Development and Alumni Relations team and are looking for a candidate to help us achieve the School's fundraising aims and who will share our passion for the future of King Edward's.

Philanthropy has always played a role throughout our School's long history. Since our founding in 1552, charitable donations have helped us to provide a first-class education to young people, regardless of their financial circumstances. As we move towards our 475th anniversary in 2027, we have ambitious plans to significantly grow our transformational Bursary Programme so that any pupil offered a place at the Senior School can attend. The Development and Alumni Relations Officer will play a key role in achieving this in collaboration with other colleagues in the team.

The postholder's main responsibility will be managing and enhancing the alumni and supporter database, with other responsibilities including supporting fundraising activities, events, and parent and alumni communications, including the School website and social media channels.

Whether you have knowledge of working in a development/fundraising environment or are eager to learn, your flexibility and enthusiasm will be essential. A positive, proactive attitude and the ability to collaborate effectively with colleagues across the School are also key qualities we value. Experience of using a CRM to extract data and analysis is essential. You must also be able to demonstrate excellent organisational, communication and interpersonal skills, and have excellent IT knowledge.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening, which includes successful clearance of an enhanced DBS check, receipt of satisfactory references and a pre-employment health questionnaire.

If you wish to discuss this role further, please contact Heather Baker, HR Manager on 01225 820400. The closing date for this vacancy is **8.30am on Monday 14 October 2024** and completed application forms and a covering letter need to be sent to our HR Department via their email address HR@kesbath.com.

Yours sincerely



Tom Davies
Bursar & Chief Operating Officer