

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Development Manager

|                               |                                            |
|-------------------------------|--------------------------------------------|
| Employment Status             | Full Time/Part Time • Permanent            |
| Employment Location           | Framlingham College Prep & Senior School   |
| Closing Date for Applications | Midday Friday 14 <sup>th</sup> August 2026 |
| Interviews Week Commencing    | TBC                                        |

### IMPORTANT INFORMATION

Framlingham College 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 and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Development Manager at Framlingham College.

Framlingham College is a co-educational boarding and day school comprising the Prep School, set in the beautiful surroundings of Brandeston Hall, and the Senior School, located in the historic market town of Framlingham. We are committed to providing an exceptional education that inspires curiosity, nurtures character and prepares young people for the opportunities and challenges of the future.

We are seeking an enthusiastic, experienced and relationship-focused Development Manager to join our Development Office. This is an exciting opportunity to play a pivotal role in strengthening engagement across our College community and generating support for the College's strategic priorities through fundraising, donor stewardship and community relations.

The post is required Monday to Friday, working 37.5 hours per week, with some flexibility required outside core hours including evenings and weekends. Salary range is £30,000 - £38,000, depending on qualifications and experience. This post is being advertised as a full-time role, but the College is open to considering applicants seeking a part time role.

Application forms are to be submitted through my new term which can be found on our Framlingham College website alongside the recruitment packs. If you have any questions, please don't hesitate to contact us via [hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk).

We offer a supportive working environment, complimentary gym membership as well as free lunch each day the kitchen is operational.

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**

## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information.

Applications will be reviewed upon receipt. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department,  
**Framlingham College, College Road,  
Framlingham, Suffolk. IP13 9EY. You can also**  
email your application to:  
**[hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk)**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Principal

## Member of:

Development & Fundraising Committee  
(Principal, Head of Prep School, Bursar)

## Responsible for:

OF Coordinator & Special Projects Coordinator

## Hours/Weeks:

Monday-Friday 08:30-17:00, flexibility required beyond core hours including weekends and evenings. This is a 52 week contract

## Holiday

25 days plus bank holidays

# Job Description

## JOB PURPOSE

This role will develop and deliver our regular giving strategy and build widespread support throughout the College's community. The postholder will foster an exceptional culture of donor care that recognises, celebrates and inspires existing and potential supporters.

## KEY RESPONSIBILITIES:

This is not an exhaustive list, and the post holder will be expected to show flexibility and assist with other tasks of a similar nature.

### Regular giving:

- To work with the Development & Fundraising Committee to promote regular giving, particularly for bursaries, within the College community. To manage regular giving appeals through direct mail, telephone fundraising and online giving. To produce, maintain and distribute, as appropriate, literature and other content for the regular giving programme. To promote and manage the activities which strengthen the relationships with pledgers and prospects. The postholder would be responsible for increasing donor numbers every year and increasing income from regular gifts. Appeals should be delivered on time and on budget.

### Legacy fundraising:

- To work with the Development & Fundraising Committee, to promote legacy giving within the College community. To produce, maintain and distribute, as appropriate, literature and other content for the legacy programme. To promote and manage the activities which strengthen the relationships with legacy pledgers and prospects. The postholder would be responsible for increasing legator pledges every year and increasing income from legacy gifts. Appeals should be delivered on time and on budget.

### Capital fundraising:

- To work with the Development & Fundraising Committee, on capital fundraising projects. To produce, maintain and distribute, as appropriate, literature and other content for the capital fundraising programme. To promote and manage the activities which strengthen the relationships with pledgers and prospects.

### Data management:

- To set and maintain data management standards and refine existing processes and policies. To oversee the development database (Donor Strategy) to ensure data remains relevant, accurate and up to date. To manage the OF Coordinator.



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#### Donor stewardship:

- To ensure that processes for managing donations and acknowledging donors are undertaken. To assist – and manage, where appropriate – with initiatives that maintain communication and relationships with existing donors.

#### Reporting:

- To monitor and report on development events, activities and communications. To prepare financial reports detailing fundraising income, restrictions and pledges. To monitor and report on Gift Aid submissions. To create queries as requested by the Development & Fundraising Committee.

#### Fundraising Events:

- To plan, attend and support – fundraising dinners, lunches and other events intended to seek support from groups of individual donors.

#### General:

- To assist with the development and implementation of the ongoing events programme. To build, develop and maintain warm relationships with members of the wider school community – OFs, parents, teaching & support staff and other supporters and friends of the College. To assist with and carry out such other duties within the department as may reasonably be expected noting that these and some of the responsibilities described above may involve evenings or occasional weekends.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following is expected of all staff:

- To uphold the school's policies relating to safeguarding & child protection, behaviour, health & safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with to ensure full compliance with all statutory regulations, particular Keeping Children Safe in Education

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

|                                        |   |
|----------------------------------------|---|
| Educated to degree level or equivalent | E |
| Fundraising qualification              | D |
| Member of CASE and/or IDPE             | D |

## PROFESSIONAL EXPERIENCE

|                                                                                                                  |   |
|------------------------------------------------------------------------------------------------------------------|---|
| An understanding of gift administration procedures and tax efficient giving opportunities in the UK and overseas | E |
| Knowledge and understanding of the General Data Protections Regulations                                          | E |
| Sympathy with the independent school ethos                                                                       | E |

## PROFESSIONAL EXPERIENCE

|                                                                        |   |
|------------------------------------------------------------------------|---|
| Experience of Donor Strategy, Raiser's Edge or other similar databases | E |
| Experience of creating and delivering events                           | E |
| Five or more years demonstrable experience of fundraising or similar   | D |
| Experience of working in a school or other educational setting         | D |
| Experience of line-management                                          | D |

**SKILLS**

|                                                                                                                                                                            |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| The ability to interact comfortably and professionally with donors, alumni, parents, and pupils and colleagues whilst maintaining the highest standards of confidentiality | <b>E</b> |
| Excellent social, communication and presentation skills                                                                                                                    | <b>E</b> |
| Outstanding written skills                                                                                                                                                 | <b>E</b> |
| Excellent organisational skills with proven ability to prioritise, work to deadlines and manage competing demands                                                          | <b>E</b> |
| Ability to demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession                                                             | <b>E</b> |
| Ability to be adaptable and solve problems                                                                                                                                 | <b>E</b> |
| High level of confidentiality, discretion and tact                                                                                                                         | <b>E</b> |
| IT literate (Microsoft Word, Excel, PowerPoint) with the ability to learn new software quickly                                                                             | <b>E</b> |

**PERSONAL ATTRIBUTES**

|                                                                                          |          |
|------------------------------------------------------------------------------------------|----------|
| Is resilient and demonstrates ability to work in a variety of settings                   | <b>E</b> |
| Ability to work independently and as part of a team                                      | <b>E</b> |
| Sensitivity to the needs of others                                                       | <b>E</b> |
| Excellent attention to detail                                                            | <b>E</b> |
| Openness and willingness to address and discuss relevant issues                          | <b>E</b> |
| Commitment to continuous professional development                                        | <b>E</b> |
| Commitment to the protection and safeguarding and wellbeing of children and young people | <b>E</b> |

**SAFEGUARDING**

|                                                                  |          |
|------------------------------------------------------------------|----------|
| Awareness of safeguarding issues                                 | <b>E</b> |
| Knowledge of safeguarding children legislation and good practice | <b>D</b> |



## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 2 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.