



DEPUTY DIRECTOR OF DEVELOPMENT

Information for Applicants



MILLFIELD

DISCOVER BRILLIANCE



ABOUT MILLFIELD



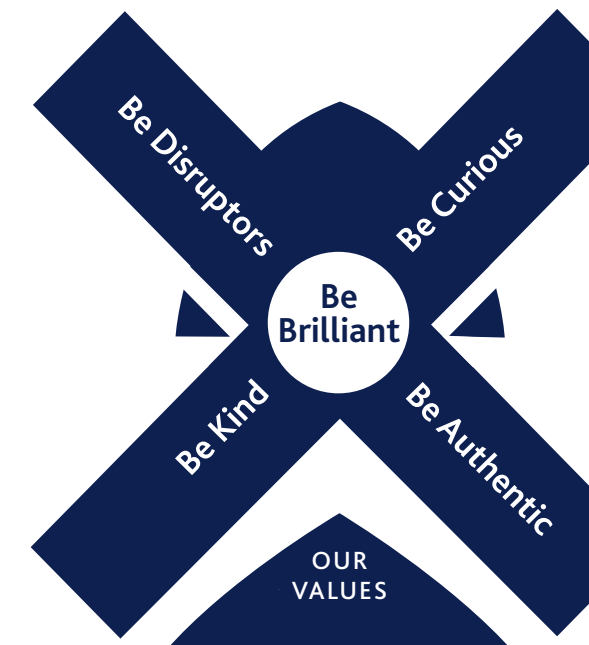
Millfield offers a transformational learning environment, and our Deputy Director of Development is central to this work. Millfield is looking to operate a needs-blind admissions process. We already give away more than other schools in the UK through our scholarship and bursary programme and we seek to extend this in the coming years. Our diversity is a vital part of Millfield's offer. Millfield is a strong and inspirational community, and the Deputy Director of Development will have the unique opportunity to help shape and implement a new engagement and fundraising strategy, lead and manage a diverse team of development professionals, and play a leading role in major gift fundraising.

This year we are celebrating Millfield's 90th anniversary with events in the U.K. and across the world. This is a significant opportunity for the school to not only lookback on its history and achievements but also look forward to the future. Our mission is to Discover brilliance in every child and transform lives through education and we have five identified strategic priorities to advance our vision for Millfield to be the world leader for the development of children.

In autumn 2025 we will be launching the 90th Anniversary Appeal to enable our alumni, parents, friends and benefactors to support and drive forward our vision for the future through philanthropy. This appeal is the precursor our Centenary campaign (Discover Brilliance) which seeks to advance our strategic priorities (access, educational innovation and leadership and an inspirational and welcoming campus for all.

Millfield's 12,000 alumni are incredibly positive about the school today and there are high levels of engagement shown by all areas of our community. Millfield is often characterised by its scale, its diversity, its determination, and its sense of momentum. This is an exciting opportunity for someone who has a genuine desire to transform lives and advance Millfield's vision. Millfield is comfortable being different and at a time of turmoil in society, and especially in independent education, we enjoy the freedom that this position gives us.

Michael Joyce
Deputy Director of Development



THE MILLFIELD WAY



OUR PURPOSE

Provide an education and experience that honours the individual, to break the mould as an activist educator

OUR VISION

To be the world leader for the development of children

OUR MISSION

- Discover brilliance in every child and transform lives through education
- Be the world's best at immersing children in limitless academic, artistic, creative and sporting opportunities, in a full boarding environment
- Be the market leader in providing transformational bursaries
- Create an environment which fosters disruptive leadership and wellbeing

OUR STRATEGIC OBJECTIVES

MILLFIELD WILL DISCOVER SPORTING AND ACADEMIC BRILLIANCE IN EVERY CHILD

Millfield's unique philosophy will facilitate a tailored approach for talented children and offer a transformational

experience for all children to ensure they are supported and challenged. Millfield will be a beacon of excellence for children with Additional Educational Needs (AEN).

MILLFIELD WILL DEVELOP LEADERS AND DISRUPTORS, PREPARED FOR THE NEXT STAGE IN LIFE

Millfield's scale and structure will offer unrivalled opportunities for all in experience of entrepreneurship, resilience, service, inclusion, kindness and achieving success through hard work.

MILLFIELD WILL CHAMPION PHYSICAL AND MENTAL HEALTH

Millfield's sector defining holistic approach will place physical and mental wellbeing and self-efficacy for children, staff and neurodivergent individuals at the centre of all that we do. Millfield will lead the debate in this area.

MILLFIELD WILL LEAD ON TRANSFORMING LIVES THROUGH EDUCATION

Millfield unique history prompts us to lead on effective partnerships with schools and other local education groups and on the provision of life-changing bursaries and contribution to the national debate on access to education.

MILLFIELD WILL DEFINE THE FUTURE OF FULL BOARDING

Millfield recognises the fundamental significance of the full boarding ethos and provision. Millfield will develop a global, sustainable, modern and welcoming full boarding experience that is an enabler of development.



DEPUTY DIRECTOR OF DEVELOPMENT



JOB DESCRIPTION

THE ROLE

This key role is responsible for the implementation of the school's engagement and fundraising strategy and plans which aim to advance the Millfield's mission, vision and strategic priorities through philanthropy.

PRINCIPAL RESPONSIBILITIES

Leadership

- Serve as an ambassador for the Foundation and the School in the wider community.
- Foster understanding and appreciation of the role of philanthropy in the school's history and future.
- Lead by example, setting exceptional standards of professional engagement and fundraising practice.
- Raise awareness of the role of the Development Office by building cooperative and collaborative working relationships with colleagues across the school.
- Collaborate with internal and external stakeholders to drive supporter and donor engagement and loyalty through tailored communications and bespoke events.

Philanthropy

Regular Giving & Appeals

- Oversee the development and oversee implementation of a regular giving and appeal strategy for Old Millfieldians and parents in support of the school's short-term and medium-term priorities and goals.
- Ensure that data analysis and relevant benchmarking against peer UK schools are used to identify donor trends and themes in regular giving and appeals.
- Oversee the preparation of monthly performance reports on regular giving and appeals.

Major Gifts & Campaigns

- Oversee the development of a prospect pipeline ensuring moves management and prospect status are vigilantly maintained and monitored.
- Contribute to the development of a compelling Case for Support for Millfield's Centenary Campaign – Discover Brilliance – and integrating the case into the school's wider communications.

- Manage a portfolio of 50-75- mid- and high-net-worth prospects and donors, maximising engagement and giving potential, and soliciting gifts that are aligned with the donors' interests and the school's strategic priorities.
- Support the Director of Development, Headmaster, SLT and key volunteers in planning and preparing for donor cultivation and solicitation meetings.
- Prepare regular fundraising performance reports for EG, SLT, Trustees, Governors and Campaign Committee.

Legacies

- Oversee the development and implementation of a legacy gifts strategy in support of Millfield's endowment priorities and goals.
- Ensure that data analysis and benchmarking against relative peer schools are used to identify themes and trends and guide legacy appeals.
- Oversee preparation of termly legacy appeal reports.

Engagement

Alumni - Old Millfieldians

- Oversee development and implementation of a comprehensive (multi-year) engagement strategy and plan which aims to connect OMs throughout the world and across generations with the aim of fostering lifelong friendships, goodwill and support for the advancement of Millfield School's mission and vision through philanthropy.
- Ensuring that the OM programmes create a constructive environment for OMs giving back to the school through their volunteer work and their giving.

Parents – Friends of Millfield

- Lead the development and implementation of a comprehensive (multi-year) school led engagement strategy and plan for parents.
- Play a leading role in fostering and cultivating friendships and goodwill across the parent body leading to philanthropic support through regular giving and appeals.
- Oversee the development of the Friends of Millfield parent groups (Prep, Middle and Senior School).

DEPUTY DIRECTOR OF DEVELOPMENT



Operations

Management, Administration and Compliance

- Oversee the development and implementation of policies, protocols, procedures, processes and systems of best practice in engagement and fundraising.
- Benchmarking Development Office operations with the aim of maintaining high standards and best practice.
- Ensure compliance with GDPR and the Fundraising Regulator's Fundraising Code of Practice.

Staff

- Provide day-to-day leadership and line management of Development Office staff, ensuring that all staff meet mutually agreed, KPIs, undertaking regular staff performance reviews.
- Provide staff opportunities for professional development.
- Ensure that all staff are aware of and responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy and the school's staff Code of Conduct and Sexual Harassment Policy.
- Recruit staff in line with the school's HR policies and procedures.

Finance & Reporting

- Oversee and manage the Development Office annual operational budget.
- Oversee gift processing, ensuring compliance with the Donation Acceptance Policy and Procedures.
- Oversee monthly management accounts ensuring income and expenditure are in line with budgets and forecasts.
- Ensure a dashboard of high-level financial information and performance metrics are produced and reported to the Director of Development each month.
- Prepare reports and papers for Trustee meetings as required.

Data Database and Research

- Oversee the effective and efficient administration of the Development Database, prospect research, the creation of a prospect pipeline, and recording prospect moves management.

Additional

- Any other duties that your line manager sees fit,

- providing that such duties are appropriate to your role.
- Safeguarding children is the responsibility of all members of Millfield staff.

PERSON SPECIFICATION

- Educated to degree-level or equivalent

Demonstrable experience in:

- High performing development functions.
- Transformative fundraising campaigns.
- Major gifts fundraising with a successful track record of soliciting five figure+ gifts in the UK and overseas.
- Building and delivering high impact community engagement and stewardship.
- Leading, motivating and managing teams of highly skills professionals.
- Effective relationship management in a complex organisation.
- CRM databases.
- Operational planning.
- Budgeting and financial management.
- Performance metrics and reporting.
- Staff performance management.
- Compliance – data and fundraising.

The successful candidate will be:

- A strong team player.
- Open minded, with an ability to embrace multiple perspectives.
- Self-aware and empathic.
- Resourceful and resilient.

They will have:

- A passion for philanthropy – building a better world for all.
- A belief in the ethos, values, principles and vision of Millfield.
- A credible, empathetic and persuasive communication skills.
- Authenticity and humility.
- Tact and discretion.
- Energy and resourcefulness.
- Tenacity to embed significant change.

Staff Benefits

Freshly Prepared School Lunches



For just £10 per month, staff can enjoy a tasty 3-course meal every day, offering a variety of options to suit different preferences.



Long Service Leave

For every 3 full years a member of support staff has continuously served at the School, there will be an additional day's annual leave added to their core annual entitlement (25 days for a full time member of staff plus statutory bank holidays, pro-rated for part time staff) up to a ceiling of five extra days for staff who have worked for fifteen years or more.

Flu Voucher

Staff members are entitled to a £20 contribution towards their annual flu jab. Those staff members over 60 or in a vulnerable category are entitled to a free flu jab.



Events

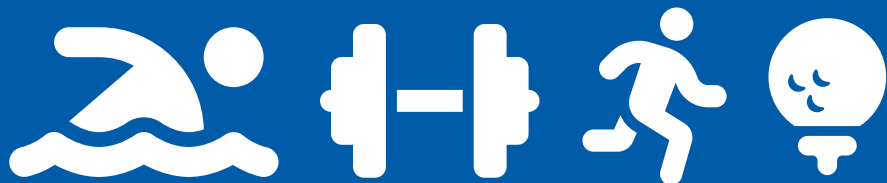


From art exhibitions and music concerts to world class sporting events and dance productions, the fantastic facilities of Millfield hosts a multitude of events throughout the year.

Details of events are emailed to staff throughout the year.

Cycle to Work Scheme

Cyclescheme is an employee benefit that saves you 25-39% on a bike and accessories. You pay nothing upfront, and the payments are taken tax efficiently from your salary by Millfield School.



Sporting Facilities

Staff have access to our world class sporting and leisure facilities for themselves and their immediate family. This includes use of our Olympic size swimming pool, badminton and tennis courts, golf course, athletics track and the School Gym. Naturally, as a school, access to staff needs to work around timetabled lessons, events, and clubs.



Eye Care

Our staff are entitled to reimbursement of up to £22 for eye tests every two years. Additionally, for those who regularly use display screen equipment (DSE) and receive optician confirmation in writing, a generous £50 is available to contribute towards high-quality lenses.



On Site Physiotherapists

Elevate your well-being with privileged access to our on-site Physiotherapists, offered to Millfield staff for a nominal fee. Prioritise your health and comfort with personalised care right at your fingertips.

Millfield School Pension Scheme

Support staff can participant in the Millfield School Pension scheme, enjoying an advantageous 4% contribution provided by us, allowing you to enhance your retirement savings effortlessly and build a solid foundation for your financial future.



Wellbeing Classes

The School offers a number of Wellbeing classes exclusively for staff including Yoga, Spinning, Circuits, Pilates and DanceFit/Zumba. The cost of each class is £50 per term, which is payable in advance either by salary reduction or cash.

Money Saving Perks

Millfield employees can save on everyday purchases and important life events such as getting married, buying a home, family outings, your weekly food shop, going to the cinema or taking your family on holiday with Telus Perks.

Employees can access thousands of gift cards, in-store and online discounts from both local and national retailers, as well as cashback offers paid directly into your online wallet.



Staff Counselling Helpline Service

All employees of Millfield are provided with access to Telus, an employee assistance and wellbeing programme that provides free 24/7 access to online resources, specialist advice and a network of professionals in counselling, social work, human services and psychology. As an employee of Millfield you will have access to free face to face counselling services within the local area.



Headspace Meditation App

Staff receive free access to the meditation app Headspace, which provides mindfulness tools for everyday life, including meditations, sleepcasts, mindful movement and focus exercises.

School Shop Discount

Staff members are entitled to up to 15% discount on most items within the school shop.



Enterprise Holiday Courses

Staff members receive a 10% discount on Enterprise holiday courses. Information on the holiday courses we offer can be found on our website.



MILLFIELD

DISCOVER BRILLIANCE

Millfield
Street, Somerset
BA16 0YD
+44 (0) 1458 442291
millfieldschool.com