

Bradford Grammar School
Job Description



Job Title: Head of Development

Reports to: Headmaster

Direct reports: Development Officer - Engagement, Senior Database Administrator

Purpose of the Role

The Head of Development is a senior role at Bradford Grammar School, responsible for cultivating and advancing the School's long-standing commitment to means-tested Assisted Places. The role exists to connect generosity with lived experience and to ensure that access, opportunity and social responsibility remain embedded in the life of the School.

The postholder is the public and internal figurehead for the Development Department. They will build, sustain and connect three core communities: donors, Assisted Places pupils and families, and the School itself. Through trusted relationships, ethical storytelling and visible leadership, the Head of Development will help shape a culture of engagement and benefaction that is values-led, strategic and enduring.

Key Accountabilities

Strategic Leadership and Advocacy

- Act as a senior advocate for Assisted Places, ensuring they remain central to the school's culture, communications and external engagement.
- Work in close partnership with the Headmaster, Governors and senior colleagues, contributing judgement and insight to long-term strategic thinking.
- Provide visible, values-led leadership for the Development department within the school and to external audiences.
- Build understanding and confidence in the purpose and impact of Assisted Places across staff, pupils, parents and alumni.

Relationship Building

- Lead the cultivation of relationships with donors, alumni and supporters, with a focus on long-term partnership.
- Act as a key point of contact for Assisted Places pupils and families, knowing them personally and supporting them sensitively within the school community.
- Serve as a bridge between donors and recipients, ensuring that generosity and impact are connected with care, discretion and integrity.

Storytelling, Communications and Engagement

- Take overall responsibility for the quality, tone and integrity of communications produced by the Development department.
- Ensure that stories of Assisted Places are gathered ethically, with appropriate consent, and told with dignity, accuracy and purpose.
- Oversee the collation and editing of copy for publications, appeals, reports and digital communications.
- Oversee the planning and delivery of meaningful events that strengthen relationships, build community and deepen engagement among donors, alumni and the wider school.
- Quality assure all engagement activity, including proof-reading, to ensure accuracy, consistency of tone and a high standard of presentation.

Fundraising

- Provide strategic direction for fundraising activity in support of Assisted Places.
- Lead on individual prospect strategies including cultivation, planning and making appropriate and well-judged asks.
- Ensure effective gift administration, acknowledgement and stewardship at all levels.
- Oversee the quality, integrity and effective use of alumni and donor data, working closely with the Senior Database Administrator.
- Ensure compliance with legal, financial and regulatory requirements, including GDPR and fundraising best practice.

Leadership and Management

- Lead, support and develop the Development department team.
- Set clear priorities, maintain high standards and foster a collaborative, purposeful team culture.
- Manage budgets, planning cycles and reporting requirements for the Development department.
- Prepare reports and updates for Governors and relevant committees, responding constructively to feedback and guidance.

Wider Contribution

- Be an active and visible presence within the life of the school, gaining a deep understanding of its history, pupils, staff, culture and daily rhythms.
- Represent the school professionally and confidently to external audiences, including donors, alumni and partners.
- Undertake other duties as reasonably requested by the Headmaster, consistent with the seniority and purpose of the role.

Essential and Desirable Criteria

Essential

- Senior-level experience in development, fundraising or a comparable relationship-led leadership role
- Demonstrable experience of building and cultivating long-term donor relationships
- Experience of leading and managing a small team
- Strong written communication skills, including drafting, editing and proof-reading copy
- Confidence speaking and presenting to a range of audiences
- Experience of working with data, compliance and governance requirements, including GDPR
- The credibility and judgement to work closely with senior leadership and Governors

Desirable

- Experience in an independent school, charity, university or values-led organisation
- Familiarity with means-tested bursary provision, widening participation or social mobility initiatives
- Experience of major gifts, campaigns or endowment fundraising
- Experience of alumni engagement and community-building
- Experience of using CRM or donor database systems

Note

- In common with all staff and pupils, the Head of Development should be aware of the School policies and implement them as appropriate.
- This Job Description is subject to review and amendment in the light of the needs of the School. Any changes deemed necessary will be discussed and agreement sought prior to implementation.
- Staff at BGS aspire to excellence in everything they do. They aim to inspire every pupil to do the same, both in terms of their academic progress and their personal development. Excellence, Compassion, Determination, Opportunity and Service are

evident in the teaching, the support and in the wider contribution to the life of the School.

- The Head of Development, along with all other roles within the school, carries the responsibility for safeguarding and promoting the welfare of children.

Name of Jobholder: _____

Signature of Jobholder: _____

Date: _____