



# George Heriot's School

Founded 1628

## Job Description

**Job Title:** Development Coordinator (Database and Operations)  
**Responsible to:** Director of External Communications  
**Hours of Work:** Monday – Friday, 37 hours per week; year round

### **Summary:**

The Development Co-ordinator is part of the Development team and works closely with the Director of External Relations and members of staff across the School to maximise Development opportunities. The Development Co-ordinator is responsible for managing the database, ensuring it is an efficient means of storing data and is responsible for extracting relevant information and collating reports as required. The Development Co-ordinator is also responsible for developing a successful fundraising plan for charitable trusts and foundations.

### **Key Duties and Responsibilities:**

The key duties and responsibilities of the role are detailed below. This list is not exhaustive and may be reviewed in line with the Schools' current and evolving requirements.

#### **Database Administration**

- Coordinate the updating of the Development database (ToucanTech). This will include ensuring all data is as current and as comprehensive as possible.
- Work closely with the Development team to devise strategies to increase consent status from the alumni database
- Manage the extraction of data from the database for use in communications with the Heriot's community, including mailings and emails. Ensure that data is accurately retrieved and presented in a form that is suitable for use.
- Run reports from the database as required by the Development team

#### **Finance Administration**

- Process all monies coming in to the Development Office – both physically with cheques and cash and also Standing Orders and online donations - and ensure they are accurately recorded and transferred to the Finance Office.
- Ensure accurate filing of gift information and for ensuring compliance with charity and data protection legislation.
- Process all Gift Aid claims. Work closely with the School Accountant to ensure the maximum tax relief can be claimed on all qualifying gifts.

- Ensure that Gift Aid claims are made on time and work closely with the School Accountant to ensure that all data is accurate and presented in the format required by HMRC.

### **Fundraising and Stewardship**

- Ensure that all donors are appropriately thanked in a timely fashion and by the appropriate person. Generate standard letters for sign off as required.
- Liaise with donors to resolve any issues related to Standing Order payments or other concerns with gifts or payments.
- Utilise the database as a tool for uncovering potential donors to the School. Recognise the characteristics of potential donors and inform the Development team of anyone who may be a potential high level donor or influencer.

### **Trusts and Foundations**

- Be responsible for building a database of trusts and foundations which are good prospects for Heriot's.
- Manage the applications timetable for trusts to ensure deadlines are met.
- Research new trusts and foundations to ensure a healthy pipeline of new prospects.
- Work with the Development team on writing applications and personal approaches to trusts and foundations.

### **General Office Duties**

- Act as the first point of contact (in person, by telephone and email) for Development, ensuring the provision of excellent customer service at all times.
- Field all enquiries from FPs, donors and potential donors appropriately
- Provide meeting support to the Development Team by taking notes in internal meetings and ensuring that all agreed actions are minuted.
- Provide general office cover for absences and assist with general events and mailings as required
- Any other duties as deemed reasonable and necessary by the Director of External Relations

### **Skills and Attributes Required:**

- A confident and professional manner with a proven record in handling sensitive information with tact and discretion
- Excellent general administration skills with an eye for detail.
- Ability to handle large volumes of tasks with accuracy and work to tight deadlines
- Ability to work individually and as part of a team with a willingness to use initiative
- An excellent sense of humour with a friendly and flexible approach to work
- Fully conversant in Microsoft Word, Excel, Outlook and internet and with experience of administering a database.

**Additional Information**

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

*George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463*