DEVELOPMENT EXECUTIVE

Central London near Sloane Square

FULL-TIME

Exciting <u>new</u> position in a rapidly expanding development team supporting two top London independent day schools for girls (Francis Holland School, Sloane Square and Francis Holland School, Regent's Park).

The full-time Development Executive will play an important role in supporting the Senior Development Manager and help build relationships with past and present parents. This role will also work closely with the FHS Marketing and Communications team and includes prospect research, maintenance and implementation of current fundraising activity, event planning, general administration and day to day management of the CRM database.

Experience of fundraising in either the education or charity sector, database administration and event organisation is essential, as well as a proven track record of several years in a relevant fundraising role. You will be an enthusiastic team player with strong written and verbal communication skills, a passion for fundraising and a flair for relationship building.

Educational experience is not a pre-requisite but an appreciation of the value placed on high quality education in the independent sector is important.

A competitive salary (£28-35k dependent on experience) with benefits will be offered to the successful candidate.

Closing date for applications: **Tuesday 4th July 2017.**

To apply and for further information please go to http://www.francisholland.org/bursary-staff.

Please send a completed application form and covering letter to Miss Emily Lismore-Burns, HR & Compliance Manager, Francis Holland Schools Trust, 35 Bourne Street, London SW1W 8JA or via email to **jobs@fhst.org.uk**

No agencies.

The FHS Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and an Enhanced DBS check.