

Head of Fundraising and Development Manager

Job Description - August 2026

Job Title:	Head of Fundraising and Development Manager
Reports To:	Head and Board of Governors
Working Hours:	Part-time (20 hours per week)
Salary:	£16,000-£17,000 per annum plus performance related bonus
Location:	Flexible hybrid working/Glebe House School and Nursery

Job Purpose

We are seeking an ambitious, proactive and relationship focused Head of Fundraising and Development Manager to help shape the future of the school. This is a newly created role offering a rare opportunity to build and develop a fundraising programme from the ground up. Working directly with the Head and Board of Governors, you will lead efforts to secure new sources of support, strengthen community engagement and create sustainable income streams that will benefit the school for years to come.

Key Responsibilities

This is a varied and rewarding position suited to someone who enjoys building relationships, creating opportunities and delivering tangible results. You will take responsibility for developing and implementing a fundraising and development strategy, identifying new opportunities for income generation and building strong relationships with businesses, supporters, alumni and the wider community.

Key responsibilities include:

- Developing and delivering a clear fundraising and development strategy
- Identifying and securing corporate sponsorship and partnership opportunities
- Building relationships with local businesses, supporters and stakeholders
- Developing alumni engagement and supporter programmes
- Planning and delivering fundraising events and campaigns
- Identifying grant, trust and foundation funding opportunities

- Creating and managing a pipeline of fundraising activity
- Monitoring fundraising performance and reporting progress to the Head and Board of Governors

Person Specification

We are looking for an energetic and motivated individual who can build strong relationships and turn opportunities into meaningful support for the school. You may already work within fundraising, or you may come from a business development, partnerships, sales, relationship management or income generation background.

You will ideally have:

- Experience of developing professional relationships and partnerships
- Excellent communication and networking skills
- Confidence engaging with supporters, sponsors and donors
- Strong organisational and project management skills
- The ability to work independently and manage your own priorities
- A proactive and entrepreneurial approach

Experience within education, charities or community organisations would be advantageous, but is not essential.

We welcome applications from candidates both within and outside the charity sector. If you have experience in business development, partnerships, sales, account management, relationship management, education, professional services or another role where building relationships and generating opportunities has been central to your success, we would be pleased to hear from you.

Safeguarding Statement

Glebe House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to enhanced DBS checks and satisfactory references.
