



Alumni and Development Officer

Information for prospective staff

Department Information

The External Relations Department brings together the Admissions, Community and Partnerships, Development & Alumni, and Marketing & Communication teams.

This is an exciting period of growth and momentum for External Relations. We are committed to delivering an exceptional experience for students and their families - before they join Freeman's, throughout their time here, and long after they leave. Our efforts are already making a meaningful impact, with record numbers of pupil admissions and significantly increased engagement, philanthropic support, and community involvement.

There is, however, much more to achieve. This role will be central in helping the department meet its objectives and contribute to the School's wider strategic vision. No two days are the same, and while new opportunities (and the occasional challenge) are part of the rhythm of our work, we face them together - with collaboration, good humour, and, whenever possible, cake!

The successful candidate will thrive in a team-focused environment and be willing to take on responsibility from the outset. While each of us has clearly defined areas of focus, we work collaboratively and are always ready to support one another when needed. This spirit of teamwork is central to the success and continued growth of the wider External Relations function.

At the same time, any new member of the team can expect support at every level. You will be joining a group that values openness, shared learning, and mutual encouragement - ensuring you are well equipped to succeed in your role and contribute meaningfully to the department's work.

Information about the role

Purpose of post

We are seeking to appoint an Alumni and Development Officer to join the School's busy External Relations department. The role forms a key part of a growing and re-organised team structure. The successful candidate will be joining us at an exciting moment of strategic development, where the postholder will have the opportunity to make a meaningful impact across the School and within the wider community.

The Alumni and Development Officer will support the School's External Relations division in its mission to enhance engagement and build effective, long-term relationships with our alumni and future major donors—including corporates, Livery companies, trusts and foundations, and individual supporters across our stakeholder groups. Reporting to the Director of External Relations, this role is fundamental to helping Freeman's deliver its strategic objectives and shape the future direction of our development strategy.

Reporting

The Alumni and Development Officer will report to the Director of External Relations and will work closely with the wider department and academic teams across the school.

Main Duties and Responsibilities

- Create suitable materials (both digital and hardcopy) to support the Development and Alumni team's activities, which could include alumni news stories and fundraising literature.
- Organise effective, creative and exciting engagement events for alumni, prospects and supporters
- Update and maintain the alumni and supporter database and digital platform (Toucan Tech) which facilitates targeted and mass communications and fundraising campaigns with alumni, current donors and potential donors, ensuring that all information is accurate and up to date
- Analyse the database to identify trends, donors, or identify opportunities for engaging with prospects
- Undertake prospect research to establish a strong pipeline of potential major donors. This will include analysis of the existing supporter database, in addition to identifying wider opportunities for external funding to support

a range of different projects, in accordance with the School's needs and priorities

- Collaborate with the Finance team to undertake financial analysis to identify a donor's historical giving, understand motivation for giving, and explore additional opportunities, ensuring that all databases are updated with the most accurate information
- Establish and develop strong relationships with current and prospective donors, be they corporates, livery companies, trusts and foundations, or individuals
- Maintain up-to-date knowledge of School's current strategic funding priorities and the ability to articulate the Case for Support to donors
- Evaluate the function of the 1854 Club, and seek to improve the offer for members
- Create a wider donor recognition programme, to maximise donor retention and upgrade existing supporters. This will include a reviews of lapsed or cancelled donations to explore re-activating supporters' gifts
- Ensure that Livery companies and organisations providing significant bursary funding are appropriately recognised and thanked; identifying any areas where further support may be appropriate
- Raise awareness of the benefits of donating to the School amongst current pupils, current parents and staff, contributing to the creation of a 'culture of giving'
- Update and maintain the Alumni and Development pages on the School's website
- Collaborate with and provide regular updates to the Marketing team, to ensure that the aims of the Development & Alumni team are accurately reflected and promoted, for instance, across social media, publications and the web
- To work in other areas of the External Relations Team in the areas of Admissions and Marketing, as and when required.
- Actively seek to ensure that all Data is handled correctly, according to the law, with discretion and sensitivity.

- The post-holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Second Master.
- Actively seek to implement the City of London Freemen's School's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

NOTE:

Much of the work of the External Relations division is of a confidential nature and the post holder must, at all times, be aware of this and maintain confidentiality.

Person Specification

Professional Qualifications / Relevant Education & Training:

- Educated to degree level or equivalent (A)
- Excellent IT skills, particularly Office 365, and superior database management skills (A)

Experience Required

- Experience of working in a similar role in the independent sector (A,I)
- Ability to deal tactfully, discreetly and effectively with a variety of people (A,I,T)
- Ability to prioritise, manage competing deadlines and use initiative (A,I)
- Strong 'head for numbers', with confidence and accuracy in handling financial data and using databases (A,I,T)
- Demonstrable experience of ability to write newsletters, reports, or similar (A,I)
- Exceptional organisational and project management skills (A,I)
- Ability to think strategically, identify creative and new opportunities (A,I)

Technical Skills

- Intermediate knowledge of Office 365 (Word, Excel, Outlook, SharePoint) (A,I,T).
- Excellent communication skills - both oral and written - with an ability to build relationships with key stakeholders, both internally and externally (A)
- Proven ability to work under own initiative and manage own workload (A,I)
- Good organisational skills and attention to detail (A, I, T)
- Willingness and ability to learn new systems and software (A,I).
- Understanding of the importance of confidentiality and data protection (A,I)
- Ability to manage time effectively and prioritise tasks with support (A, I)
- Ability to quickly acquire a good knowledge of school procedures, operations, practices and contacts in order to be able to work flexibly in accordance with school priorities (A,I).
- Comfortable using email and online platforms for communications and learning (A, I)

Other Relevant Information eg. working hours or desirables (only if applicable)

The role is 21 hours per week, term time plus 4 weeks.

The post holder must be flexible in their working hours to support the needs of the School - this will occasionally require the attendance at evening or weekend events, due to the nature of the role, for instance, in attending alumni events or Open Days

Note to Applicants:

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

How to Apply

Applicants should send a completed application form to CLFS-Recruitment@cityoflondon.gov.uk, by Midday on Tuesday 31st March 2026.

Interviews will take place at the school on Wednesday 8th April 2026.

Candidates are asked to note that Freeman retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email [CLFS- Recruitment@cityoflondon.gov.uk](mailto:CLFS-Recruitment@cityoflondon.gov.uk) to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required. The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).