

Development Support Officer

Responsible to: Director of External Relations

Salary: £35,807 per annum

Contract Type: Full time, Permanent

Hours of Work: Monday to Friday 8.30am - 5.00pm, 37.5 hours per week.



Job Purpose

The Development Support Officer supports the Director of External Relations and the Head of School in building and sustaining the philanthropic programme at St Leonards School. The postholder provides the research, pipeline and stewardship infrastructure that enables high-quality donor relationships to be managed effectively, ensuring that every cultivation meeting, solicitation and gift acknowledgement is as well prepared and well executed as it can be. Working in close partnership with the Engagement Officer, the Development Support Officer helps build a joined up External Relations function where alumni engagement and philanthropic support are mutually reinforcing.



DISCOVER ST LEONARDS

St Leonards has been at the forefront of education in Scotland and beyond since its foundation in 1877. Throughout its life, the School has demonstrated a progressive spirit from its inception as a pioneering school for girls to the vibrant fully co-educational boarding and day school that it is today.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with close to 600 pupils from Year 1 to Year 13 and is the only IB continuum school in Scotland. With over 35 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the ethos and approach to learning of the IB permeates all areas of school life, within and beyond the classroom.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Prior to the award of 'Independent School of the Year', St Leonards was named as the Sunday Times' top-performing Sixth Form for IB/A-Level results in Scotland for three consecutive years: 2016, 2017 and 2018. The average IB Diploma points score in 2021 was 35, with over 80% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme has been established; the record school roll continues to grow; academic achievement is strong; public recognition of the School is incredibly positive; the highest standards of pastoral care are provided by well-trained, committed and specialist staff who address the individual needs of pupils, and outstanding teachers are attracted to work in and become part of the inclusive culture and diverse St Leonards community.

One hour from Edinburgh International Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and the St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK, is yet another opportunity.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life.

Development Support Officer

General Responsibilities:

The Development Support Officer is responsible for prospect research, wealth screening, donor pipeline management, gift stewardship and database administration in support of the school's philanthropic objectives.

The postholder will ensure that the Director of External Relations and Head of School are thoroughly briefed and fully prepared for all donor meetings and solicitations, and that donors receive timely, meaningful stewardship following every gift.

The role works across a wide range of internal and external relationships, including major donors, prospective supporters, the school's Board, and colleagues across the External Relations team and teachers and staff involved in delivering fundraising projects and propositions.

Key Responsibilities:

Prospect Research and Pipeline Management

- Conduct research on alumni, parents and friends of the school who may have the capacity and affinity to make mid-level gifts or major gifts, using publicly available sources, sector databases and wealth screening services.
- Compile clear, accurate prospect profiles and briefing notes for the Director of External Relations and Head ahead of cultivation and solicitation meetings.
- Assist in commissioning periodic wealth screening exercises and help translate the outputs into practical next steps within the donor pipeline.
- Maintain a prioritised prospect pipeline within HubSpot, the school's CRM, keeping ratings, notes and next actions current.

Donor Cultivation Support

- Prepare the Director of External Relations and Head of School for all donor meetings: writing briefing documents, call reports and meeting summaries that are concise, accurate and tailored to the individual relationship.
- Draft gift proposals, cases for support and gift agreements under the direction of the Director of External Relations.
- Help coordinate the schedule of donor touchpoints between solicitations, working with the Engagement Officer to identify appropriate event-based cultivation opportunities.
- Support the administration of a portfolio of active mid-level and major donor relationships, ensuring follow up actions are completed promptly and recorded in HubSpot.

Stewardship

- Coordinate the stewardship programme for all donors, ensuring that every gift, large or small, is acknowledged promptly and that donors receive meaningful updates on the impact of their support.
- Draft stewardship correspondence, thank-you letters, impact reports, anniversary messages, for the Head or Director of External Relations as appropriate.
- Manage gift reporting for all restricted and endowment funds, liaising with the Director of Finance and Operations to ensure accuracy.
- Support the maintenance of the school's donor recognition framework, including named giving opportunities and acknowledgement of donor milestones.

Database Management

- Take day-to-day responsibility for the accuracy and completeness of philanthropic records within HubSpot, ensuring all contacts, gifts, prospect ratings and pipeline activity are recorded promptly and correctly.
- Uphold the school's data protection obligations, ensuring all donor and prospect data is handled in compliance with GDPR and the school's data policies.
- Produce regular pipeline, income and activity reports for the Director of External Relations, Head and Board as required.
- Collaborate with the Engagement Officer on shared alumni records to maintain a single, joined-up view of each relationship across the team.

150th Anniversary Campaign

- Support the philanthropic strand of the St Leonards 150th Anniversary Campaign, contributing to campaign preparation, case for support development and the management of leadership gift prospects under the direction of the Director of External Relations.
- Assist with the preparation of anniversary fundraising materials, briefings and donor communications as the campaign develops.
- Work within the wider External Relations anniversary team to ensure the fundraising and engagement pillars of the campaign are closely coordinated.

Child Protection

- To be aware of and adhere to St Leonards' Child Protection and Safeguarding policies and procedures at all times.
- To report any concerns regarding the welfare of a child to the Designated Child Protection Officer immediately.

Additional Responsibilities

- Support wider External Relations events and activities as the annual calendar requires, including attendance at key school occasions.
- Keep abreast of developments in fundraising practice, data ethics and donor engagement within the independent schools and charity sectors.
- Carry out any other reasonable duties as requested by the Director of External Relations.

This is not intended to be an exhaustive list of duties, and it is expected that the post-holder will participate in other reasonable activities according to the needs of the School and for better fulfillment of the role.

PERSON SPECIFICATION

Education, Training and Qualifications

Essential:

- Educated to degree level or equivalent professional experience.

Desirable:

- A qualification in fundraising, marketing, or a related field (e.g. IoF Certificate in Fundraising, CASE, IDPE).

Experience

Essential:

- Experience in a fundraising, development, or relationship management role, in an educational institution, charity, arts organisation, or similar.
- Experience of conducting research and producing written briefings, summaries or proposals for a senior audience.
- Experience working with a CRM or contact database, with a meticulous approach to data accuracy and record-keeping.

Desirable:

- Experience working in an independent school or higher education development environment.
- Familiarity with HubSpot
- Experience using wealth screening tools or services.
- Experience supporting or coordinating major gift solicitations.
- Demonstrable understanding of GDPR requirements as they apply to donor and prospect data.

Skills

Essential:

- Strong written English, able to produce accurate, well-structured briefings, proposals and correspondence.
- Excellent organisational skills, with the ability to manage multiple tasks and competing deadlines methodically.
- High attention to detail in data management, written work and financial reporting.
- Willingness to use online collaboration tools such as Google Workspace.

Desirable:

- Familiarity with gift aid and restricted/endowment fund administration.
- Experience producing income tracking reports or pipeline dashboards.

Interpersonal skills

Essential:

- Absolute discretion and sound judgement in handling sensitive information about individuals.
- A collaborative team player who shares information readily and supports colleagues across a small, multi-disciplinary department.
- A proactive, self-motivated approach, willing to take ownership of tasks and follow through without close supervision.
- Genuine enthusiasm for the work of an independent school and an interest in its wider community and alumni network.



The Application Process

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via St Leonards [Teacheroo portal](#). The closing date and time for applications is Noon on Thursday 6th August 2026. Interview to take place ASAP. We reserve the right to close the vacancy earlier.

Please note that St Leonards cannot offer visa sponsorship therefore applicants **must** have the right to work in the UK

Any questions may be directed to recruitment@stleonards-fife.org in the first instance.

All successful applicants will be required to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.