



KING WILLIAM'S COLLEGE

Job Title: Alumni and Development Officer
Reports to: Head of External Relations
Department Team: External Relations
Job Location: King William's College



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education. A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she 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, he/she must report any concerns to the Principal.



The School

King William's College was opened in 1833 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. For most of its history, the school operated primarily as a boys' boarding school supplemented by day boys. Girls were first admitted to the Sixth Form in the late seventies and the school became fully co-educational in 1987. In 1991, King William's College merged with The Buchan School, (situated in Castletown and founded in 1875), to provide education for young ladies, also under the auspices of Bishop Barrow's Charity.

The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos. The sites are less than two miles apart and The Buchan School provides Nursery and Prep curricula for children from 2 years to 11 years of age. King William's College provides a non-selective education up to IGCSE and all Sixth Form students take the International Baccalaureate Diploma. There are currently around 70 children at The Buchan Nursery, 160 at The Buchan School and 320 at King William's College. There are two boarding houses at College. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The School is run on year-group lines for academic purposes, while the House system has been retained for social interaction including, Drama, Music and Sport. In 2002 King William's College began teaching the International Baccalaureate Diploma. Since then more than 1,000 students have studied the Diploma with us and we have become one of the largest and most established IB schools in Britain. We believe that it is an excellent preparation for both university and life beyond and it is the only qualification we offer in the Sixth Form.

The King William's College enjoys a magnificent setting facing Castletown Bay in the south of the Island. The site is dominated by the main school building with its quadrangle and clock tower. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

The Role

The Alumni and Development Officer at King William's College and The Buchan School plays a key role in contributing to the success of the school's fundraising and alumni engagement. This position is responsible for donor and alumni communications and organising events. The Alumni and Development Officer's hours of work will be **21 hours per week, all year round**. However, the Officer will be required to work outside these hours during key-related external relations events etc., as necessary.

Key Duties and Responsibilities

Alumni Engagement:

- Serve as a primary point of contact for alumni, ensuring their continued connection to the school.
- Support alumni programming by assisting with reunion events, alumni newsletters, and other engagement initiatives.
- Manage alumni contact lists and update information on alumni achievements, career milestones and involvement with the school.
- Assist in coordinating alumni mentorship programmes, career events, and other alumni-driven initiatives.

Communications and Marketing:

- Support the creation and distribution of newsletters, event invitations, brochures and other promotional materials related to fundraising, alumni engagement, and donor stewardship.
- Coordinate mailings, emails and social media posts to promote development engagement, events and campaigns, as well as alumni activities.

Event Organisation:

- Plan and execute fundraising events, alumni reunions, and other donor and alumni engagement activities, locally and internationally.
- Handle event logistics, including invitations, RSVPs, vendor coordination and on-site event support.
- Track attendance, manage event-related data, and provide post-event reports.
- Ensure all follow-up after events is timely, efficient and professional.
- Provide other support for events when necessary.

Donor and Alumni Stewardship:

- Help maintain positive relationships with donors and alumni by responding to inquiries, providing information, and ensuring both groups feel appreciated and engaged.
- Collaborate with the External Relations Team to identify opportunities for donor and alumni cultivation, stewardship, and networking.

Data Reporting and Analysis:

- Generate and distribute regular reports on fundraising progress, donor and alumni trends, and event outcomes.
- Assist with financial tracking, budgeting and analysis related to development and alumni efforts.

Donor Database Management

- Maintain and update the school's donor and alumni management system InTouch ensuring the accuracy of records, gift histories, communication logs, and alumni contact information.
- Assist with the processing and acknowledgment of gifts, pledges, and donations, ensuring timely thank you letters and receipts are sent to donors.
- Track alumni engagement and participation in school events, campaigns and volunteer opportunities.
- Create fundraising reports and other database reports as needed.
- Handle all other administrative duties of the Barrovian Foundation as required.

- Process and respond to information requests from our key constituencies.

School Archives:

- Ensure appropriate items and documents are processed into the archives;
- Manage the proper storage, organisation and preservation of archive materials;
- Manage the digitalisation of archive materials;
- Assist individuals looking to access the archives for research.

Administrative Support:

- Provide administrative and clerical support to the Head of External Relations, including managing schedules, correspondence, and meeting logistics.
- Draft, edit, and proofread donor and alumni letters, reports, and other development-related communications.
- Answer phones, manage office supplies, and perform other general office duties as needed.

Other:

- The list of duties is not exhaustive and you may be asked, within reason, to undertake tasks of a similar nature and level as requested by the Head of External Relations or SLT members.
- This is a description of the job as is constituted at the date shown below. It is the practice of KWC to periodically examine job descriptions, updating them to ensure that they relate to the job performed, or to incorporate any proposed changes. This will be conducted by the appropriate manager in consultation with the post holder.

Skills & Experience Required

The successful candidate will have strong time-management and organisational skills, together with general office experience and excellent IT skills, with the ability to produce professional documents using Microsoft Office. Strong interpersonal skills are essential, with a can-do approach, and the ability to work on his/her own initiative.

- Superior time management and organisational skills and ability to meet deadlines.
- Ability to work both independently and as part of a team.
- Familiar with MS Word, Excel and PowerPoint.
- Experience of organising events.
- CRM, database management and experience of email marketing software would be advantageous.
- Attention to detail and the ability to handle confidential information discreetly.
- Strong interpersonal skills and a customer service mindset.
- Ability to prioritise tasks and meet deadlines in a fast-paced environment.

This job description is not exhaustive or exclusive. It may be changed with the needs of the service, but only with the prior consultation with the post holder.

Confidentiality

It is expected that the post holder will maintain a high standard of confidentiality in all of his/ her duties.

Applications

A completed application form together with a covering letter should be submitted by post to: Head of HR, HR Department, King William's College, Castletown, Isle of Man, IM9 1TP or by email to: hr@kwc.im