



WYCOMBE
ABBEY

Assistant Director of
Development
(Fundraising)

Start Date: 1 September 2025

Information for Applicants



Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 650 girls, and we are committed to the development of each one. We have over 125 years of experience in educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

We are a welcoming and vibrant community for all staff. Our school is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. We offer superb modern facilities, including a sports centre, a performing arts centre, a wide range of teaching facilities and 11 boarding houses. We are constantly improving our site and, through our new visionary masterplan, we will see the creation of a truly world-class campus over the next decade.

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of the people that work at the School. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment. Please do watch the video to hear more from the staff themselves about working at the School.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company.

Thank you for your interest in joining Wycombe Abbey. We hope that you will find the information in this pack useful, and we look forward to hearing from you if you feel that this post may suit your skills and experience.

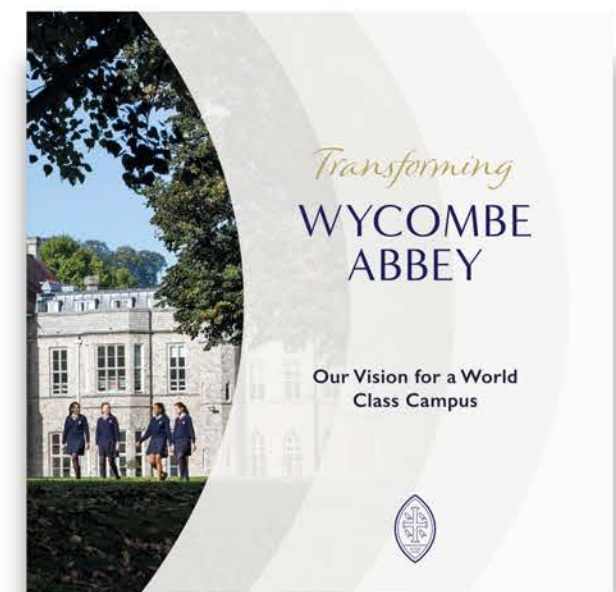
Mrs Jo Duncan
Headmistress



[Watch our film to hear why you should consider working at Wycombe Abbey.](#)



[Read our Strategic Direction](#)



[Read about our Masterplan](#)



Our Values

Our values are the principles that guide the way we interact with other individuals and groups and are especially important in a boarding community like ours.

These are the values that shape our school.

Trust – we foster strong relationships built on trust through good communication, willingness to listen and honesty.

Encouragement – we promote a positive atmosphere where all members of the community are supported to develop and fulfil their potential.

Mutual Respect – we seek to understand and embrace differences in people, ideas and experiences with tolerance and understanding.

Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

Excellence – we believe in the importance of striving to be exceptional in whatever we do through the setting of ambitious goals and taking ownership of our decisions and actions.

Balance – we understand the importance of supporting staff and pupils to thrive by maintaining a healthy mind and body.

Innovation – we are excited about creating the future through being open-minded, curious and embracing change.

Service – we recognise the great rewards that individuals reap in helping, supporting and giving to others both within the School community and beyond it.



Working at Wycombe Abbey

Wycombe Abbey is an exceptional place to work. Set in 170 acres of beautiful Buckinghamshire parkland, the School aims to encourage all staff to develop their talents within an inspiring, fulfilling and caring community.

In total, approximately 420 teaching and support staff are employed at the School on either a full or part-time basis. Each year a number of newly qualified, and in some cases unqualified, recent graduates join the staff body. There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

Staff wellbeing is a key focus for the School with the Headmistress taking a lead role in this area. Our core values of trust, encouragement and mutual respect shape our interactions with each other and those outside the School.

Professional development is highly valued at Wycombe Abbey and all staff are encouraged to participate in a vibrant and robust professional development programme offering a range of opportunities including inspirational speakers, workshops, accredited courses, conferences, coaching and mentoring.

All staff at Wycombe Abbey are encouraged to embrace and be part of boarding school life and are linked to a boarding house when they join. Staff are welcome to participate in House activities, such as trips and events and all are invited to school events throughout the year.

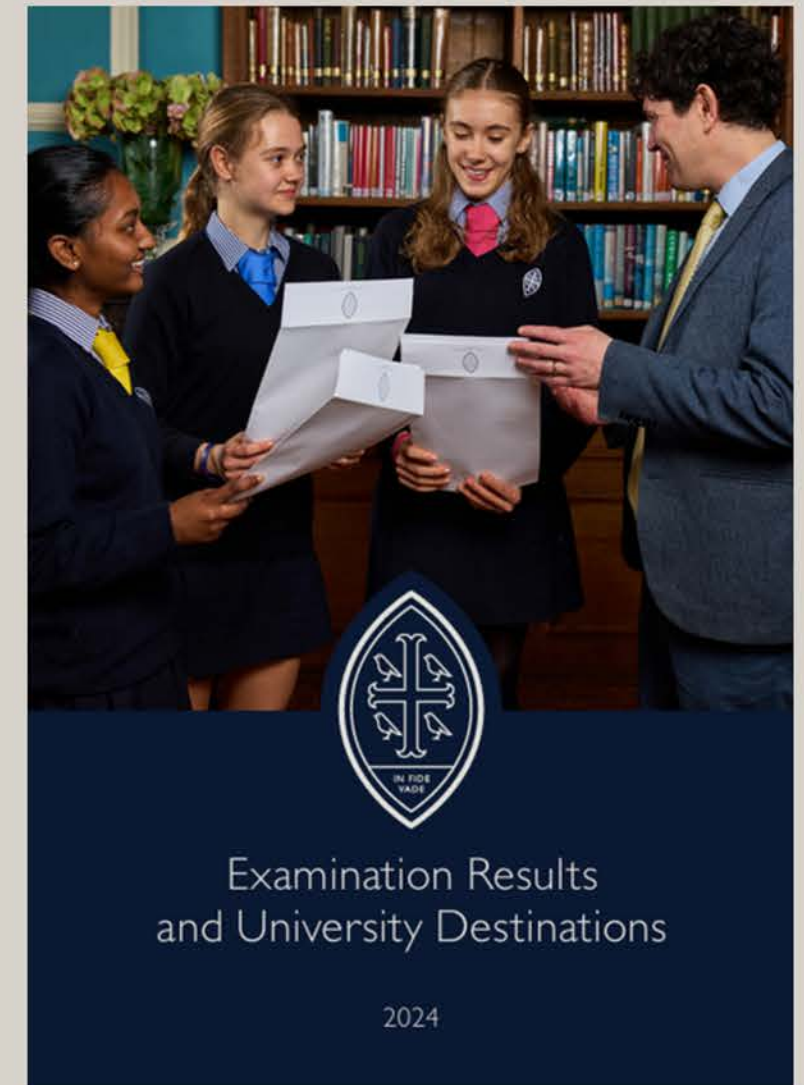
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

Benefits of Working at Wycombe Abbey

- A focus on staff wellbeing with a dedicated Wellbeing Committee chaired by the Headmistress. Events and activities include regular get togethers, a walking club and book-swap.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- Fee remission for daughter(s) who are eligible and meet the School's entrance criteria is applicable.
- Prep School Fee Remission is available with selected preparatory schools for children who are eligible and meet the relevant entrance criteria is available.
- All eligible staff enrolled automatically to the School's Defined Contribution pension scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Easy access to London (24 minutes to Marylebone), the Chiltern Hills and attractive towns such as Marlow, Henley-on-Thames and Beaconsfield. Heathrow is also just 20 miles away plus good transport links to other London airports.
- Provision of meals and refreshments all year.
- Provision of laptop during tenure at the School.
- Generous training and development scheme with regular whole staff in-house and external training.
- Free eye tests.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.
- Free will writing.

University Destinations and Results

Wycombe Abbey has a long tradition of academic success. The learning environment is supportive, yet challenging, and our teaching specialists communicate a genuine love of their subject, encouraging all our pupils to pursue an intellectual curiosity beyond the curriculum.



[Click to see results and destinations](#)



Development at Wycombe Abbey

The Development Team at Wycombe Abbey develops and delivers the School's fundraising and alumnae relations strategy in support of its strategic aims, nurturing relationships with a community of over 6,000 Seniors (former pupils) and more than 4,000 families past and present. In addition to the Director of Development, the team includes the Assistant Director of Development (Fundraising), Assistant Director of Development (Alumnae Relations), Development Officer and the Database and Administrative Officer.

There is a long history of philanthropy at Wycombe Abbey: beginning with our pioneering founder, Dame Frances Dove, in 1896, and spanning over a century to more recent generosity demonstrated through the £6 million campaign to build two new purpose-built Houses, Pitt and Rubens, in 2017.

The Assistant Director of Development (Fundraising) will lead and design the collective / annual giving strategy that will help to grow a culture of philanthropy at Wycombe Abbey. This role will hold a mix of fundraising and operational responsibilities, leading individual giving activities including annual appeals, Giving Days, the Dove Bowerman (Legacy) Society, and other fundraising and stewardship activities. They will work closely with the Director of Development, the Finance Team, and the Communications and Marketing Team to support a coherent approach to relationships with various stakeholders.

[Click here to find out more about
Development at Wycombe Abbey.](#)



The Role: Assistant Director of Development (Fundraising)

Reports to:

Director of Development.

Contract:

This is a permanent, full time contract. The first six months will be a probationary period. Hybrid working arrangements will be considered although it is expected that the post holder will spend a significant portion of the week in School.

Hours:

37.5 hours per week, Monday to Friday, 52 weeks per year.

Holidays:

30 days per year plus bank holidays.

Salary:

Competitive.

Key Responsibilities

Fundraising

- Support the Director of Development and contribute to the overall data-driven support to draw in philanthropic income.
- Manage a portfolio of potential donors to secure annual fund leadership gifts from various stakeholders.
- Manage the regular giving programme, including print appeals, Giving Days, raising the required match funding, and other activities to build a regular income stream.
- Set KPIs and key objectives, integrating regular giving into the activities of the Wycombe Abbey Hong Kong Foundation and other overseas supporter groups.
- Manage the legacy giving programme through the Dove-Bowerman Legacy Society and its members, to grow this income stream from Seniors, former staff and parents. Design and manage print materials, the Dove-Bowerman webpages and an annual Dove Bowerman event.
- Work closely with the Assistant Director of Development (Alumnae Relations) to increase sustainable giving from Seniors in line with development priorities.
- Keep up-to-date with best practice in fundraising and individual and planned giving.



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Donor Management and Development Operations

- Support the Director of Development, Development Officer and the Database and Administration Officer in coordinating tailored stewardship plans for principal and major gift prospects and donors, including the annual Impact Report and the 1896 Society programme.
- Agree on a programme of donor cultivation and stewardship events with the Director of Development. Support the events programme to ensure maximum effectiveness, working closely with colleagues and overseas supporter groups to coordinate and deliver quality events, including managing the invitation processes with the Development Officer.
- Implement a donor cultivation and stewardship process to progress giving conversations according to the individual giving cycle.
- Agree a programme of donor cultivation and stewardship events with the Director of Development to support the events programme to ensure maximum effectiveness. Work closely with colleagues and overseas supporter groups to coordinate on-the-day support and delivery to the highest standards, including managing the invitation processes.
- Supported by the Director of Development, ensure outstanding relationship management is provided to prospects and donors, including the timely preparation of documentation and correspondence.
- With the Director of Development, oversee all Development processes and procedures.
- Be responsible to the Director of Development as the internal relationship manager, keeping the offices of Bursar, Headmistress, Finance, and Communications and Marketing up to date on any information and activities required regarding fundraising.
- Plan and maintain a yearly fundraising timeline/calendar that includes all communications, engagement, cultivation, solicitation, events and other activities as pertains to fundraising.
- Any other reasonable activity in support of the work of the Development and Seniors Team.

Prospect Research and Portfolio Management

- Oversee all prospect research activities, generating donor profiles for fundraising and engagement activities, including outsourcing any prospect research.
- Manage the coordination of all donor portfolios and gift agreements, including those of the Headmistress, Director of Development, Development Officer and volunteers.



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Communications

- Contribute to and manage the distribution of the production of high-quality fundraising and stewardship materials, liaising with Development Team members and the Communications and Marketing Team.
- Help to develop new ideas for promoting fundraising priorities to parents, staff and Seniors, and work closely with the Communications and Marketing Team to implement plans.
- Work with the Communications and Marketing Team to develop effective and exciting content for the School's physical and digital communications channels in support of fundraising objectives.
- Partnering with the other members of the Development and Seniors Team, regularly review and update the Development and Seniors sections on the School website, liaising closely with the Communications and Marketing Team.
- Ensure the School provides appropriate and accurate donor recognition on recognition boards, plaques and in physical and print materials.

Line Management

- Take responsibility for line managing the Database and Administration Officer, developing talent and growth through the annual appraisal process and regular one-to-one meetings.
- With the Database and Administration Officer, ensure donations management processes are compliant with the School's Donations Acceptance Policy and industry best practice.
- With the Database and Administration Officer, oversee the fulfilment of regular Gift Aid, Standing Orders and Direct Debit claims, working with the Director of Finance.
- With the Database and Administration Officer, prepare financial and analytical reports for the Director of Development as needed.
- Supported by the Director of Development and working with the Database and Administration Officer, ensure outstanding relationship management is provided to prospects and donors, including the timely preparation of documentation and correspondence.
- Commit to being a positive role model for colleagues, cultivating a professional work environment based upon mutual respect, inclusivity and personal and professional growth.

General

- Embrace the School's aims, values and ethos and fully engage with the wider School community.
- Educate the pupils about philanthropy at Wycombe Abbey and opportunities of philanthropic investment in our community.
- Be prepared for some UK travel (London and surrounding areas).



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Person Specification

Specialist Knowledge and Experience

- Significant fundraising experience.
- At least five years' experience in a Development or fundraising function.
- Exceptional written communication skills.
- Strong understanding of fundraising principles and practices.
- Excellent relationship management skills, with the ability to develop constructive working relationships across the team and the wider School community.
- Strong proficiency in Microsoft 365 including Word, Excel, PowerPoint, and SharePoint.
- Experience with Raiser's Edge, Microsoft Dynamics CRM or similar CRM databases, alumni portals, and websites.
- An appreciation for and understanding of the priorities of an independent educational establishment.

Attention to Detail

- A systematic and thorough approach to work, with meticulous attention to detail.

Teamworking

- Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team.

Communication

- Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.

Organisation

- Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.
- Ability to plan ahead and to initiate clear briefing materials.
- Ability to work independently and remain calm under pressure.

Flexibility

- Ability to adapt to changing demands and conditions with the clear understanding that the boarding school environment is a 24-hour operation, requiring a flexible working approach.
- Willingness to adapt and acquire new skills.



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Interpersonal Skills

- Proven ability to develop effective and supportive relationships with staff, parents and girls.
- Consideration and sensitivity towards others; discreet, trustworthy and loyal.
- A team player with a sense of humour.

Engagement

- An understanding of and belief in, the aims and ethos of independent education in general, and single-sex and boarding schools in particular.

[Click here to find out more about our Seniors programmes](#)



Safeguarding

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring check.



Terms of Appointment

A formal contract of employment will be drawn up on appointment.

- Contract
 - This is a permanent, full-time role. The first six months will be a probationary period. Hybrid working arrangements will be considered.
- Appointment Date
 - 1 September 2025.
- Salary
 - Competitive.
- School Fee Remission
 - Fee remission is available subject to the usual entry requirements and space being available.
- Prep School Fee Remission
 - Fee remission with selected preparatory schools for children who are eligible and meet the relevant entrance criteria is available.
- Pension Scheme
 - The School offers membership of the School's Defined Contribution Pension Scheme.
- Death in Service Cover
 - Life cover at 4 x annual salary.
- Equal Opportunities
 - It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.
- Safeguarding
 - All staff share responsibility for promoting and safeguarding the welfare of pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.
- Pre-Employment Checks
 - The appointment is subject to an Enhanced Disclosure and Barring check.



Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community of 420 teaching and support staff.

Our School is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby.

There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding primary, prep, and secondary (including grammar) schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to other London airports..

There is a range of committees that staff can join including Staff Wellbeing, Equality, Diversity and Inclusion, CPD and others. The Staff Wellbeing Committee organises staff wellbeing and social events on a regular basis, which are well attended.

Follow us on social media:
@WycombeAbbey



Closing date: 27 April 2025
Interviews: 8 May 2025

To apply, please fill in an online application
by clicking Apply Now.

We are an equal opportunities employer.
Registered Charity No. 310638

[Apply Now](#) 

If you have any questions, please do not hesitate to contact
the HR Team on 01494 895575
or hr@wycombeabbey.com.

