



Albyn School

Job title:	Development Manager
Tenure:	Permanent
Hours:	37.5 hours per week, all year round.
Reports to:	Director of Finance
Accountable to:	School Leadership Team

The Role

This is an exciting opportunity for an experienced development professional to develop and launch our new fundraising campaign. A fundamental part of this remit is to be actively involved in creating and delivering engagement activities each year as well as helping to create a sustainable culture of philanthropy. Reporting to the Director of Finance, the Development Manager will be responsible for working with the SLT to roll out and enhance our fundraising strategy which will include the development and implementation of regular giving. The Development Manager will identify and cultivate a major donor portfolio.

The post holder will build long term relationships with donors through high quality care, engagement events and personalised communications. In addition, the post holder will be responsible for managing the school's data platform ensuring accurate data is held on the potential donor pool.

The post holder will possess relevant experience, be proactive and have an excellent work ethic. The post holder will be able to manage a dynamic workload and work with a variety of people within the Albyn community. The Development Manager will be supported fully in their career and professional development within a supportive and nurturing environment.

Key Responsibilities

These include, but are not limited to:

- Develop and implement a fundraising strategy including an annual plan for individual giving and major donor portfolio management
- Build long-term relationships with donors through high quality care, engagement events and personalised communication
- Monitor and report on fundraising budget and KPIs
- Co-ordinate an ongoing strategy of digital campaigns, direct mail and promotional materials to donor pool and wider stakeholders
- Maintain, expand and update the development database
- Research new prospects or sponsorship opportunities, interrogating the database of potential donor to identify opportunities and promoting opportunities to boost the number of contactable constitutions
- Provide all data support and reporting required by the Director of Finance.
- Work collaboratively with the finance team to ensure rigorous gift management administration processes, including Gift Aid information records.
- Work with external stakeholders, volunteers, and other supporters to maximise relationships and networks.
- Support donor stewardship and fundraising events with guest lists, invitations, RSVPs, event management and attending events when required.
- Support in arranging alumni visits and tours to the School.
- Carry out other duties as may reasonably be requested by the Director of Finance.
- Support the delivery of the School's charitable vision, by attending events and presentations and acting as a strong ambassador for Albyn.

Qualifications & Experience

- Educated to degree level or equivalent in a relevant discipline.

- A proven track record in fundraising and philanthropy
- A demonstrable understanding of data management and leveraging information stored on a database.
- Proven communication and project management skills, particularly event management.
- The ability to write and verbally communicate messages that are clear and concise.
- The ability to take a proactive approach to the work in support of the long term philanthropic aims of the School.

Knowledge and Skills

- Excellent communication, team-working and people management skills.
- Willingness to engage with our wider community in a collaborative, friendly and professional manner.
- Ability to multitask and deliver high quality work under tight deadlines.
- Passionate about learning and developing.
- Willingness to work evenings, and weekends as required.
- Excellent organisational skills and meticulous attention to details.
- Excellent IT knowledge and skills.
- A collaborative spirit and strong team ethic.
- Passion for the transformational impact of education through philanthropy.

This job description is not intended to be all-embracing and the post holder shall be required to carry out other duties where requested commensurate with their training and experience. According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the post holder.

Application Process

Applicants must submit:

- a full CV (including details of all post-16 qualifications).
- a letter of application (maximum two sides of A4) explaining your reasons for applying and outlining your suitability for the role.
- the names, phone numbers and email addresses of two professional referees.

Appointment Terms

- This is an open ended position available immediately.
- Salary will be circa £40k per annum, dependent on qualifications and experience.
- The pension scheme the School will use to comply with its auto-enrolment obligations is the Royal London. The School may amend or replace the scheme from time to time.

Other, Non-contractual, Benefits

- Employee Assistance Programme.
- Cycle to Work Scheme.
- Benefits platform package.
- Use of the School's Fitness Suite.
- Preferential gym membership rates (personal and family) at Aberdeen Sports Village.
- A strong, supportive staff community.

Equal Opportunities

At Albyn School we are committed to creating and promoting a diverse and inclusive workforce that better reflects our pupils and local community. All appointments will be made on merit, following a fair and transparent process. Applications are welcome from all suitably qualified candidates regardless of age, disability, ethnic or national origin, gender identity, marital status, political opinion, religion or belief, sex, sexual orientation or trade union membership. We particularly encourage applications from under-represented groups.

Please note the following:

- For an informal conversation about the role, please contact the Director of Finance, Graeme Park (g.park@albynschool.org) or the Director of People & Culture, Debbie Dyker (d.dyker@albynschool.org).
- Applications should be sent by email to the HR Manager, Susan Allan (hr@albynschool.org).

- Albyn School is committed to safeguarding children and the successful applicant will be subject to a PVG check by Disclosure Scotland.

The deadline for applications is 5pm on 31 May 2026.

About Albyn School

Founded in 1867, Albyn School ('Albyn') is one of Scotland's leading independent schools, offering an exceptional education to pupils from nursery through to sixth form. Located in the heart of Aberdeen, we combine academic excellence with a vibrant co-curricular offering, a strong sense of community, and a forward-thinking approach to learning and development.

Albyn was founded on a pioneering belief in empowerment - enabling young women to attend university and access opportunities that had long been denied to them. That same principle of empowerment still defines us today. As a modern co-ed school, we believe in equipping every pupil to pursue their own path, while supporting others to do the same. This is why our school values centre on developing self-awareness, ambition, and an outward-looking mindset, so that Albyn pupils not only thrive, but contribute meaningfully to the world around them.

Our Purpose: To be Aberdeen's leading community of lifelong learners and an enduring force for good.

Our Mission: We cultivate thoughtful learners and compassionate individuals, empowering each pupil to thrive academically and personally. Inspired by our founding belief in opportunity, we champion innovation in learning, meaningful partnerships, and a deep commitment to wellbeing - so every pupil is equipped to shape a better future.

Our Vision: To lead the future of education by inspiring curiosity, building character, and expanding opportunity - just as we did when we were founded. We aim to shape a generation of changemakers ready to contribute confidently in a complex, evolving world.