

Job Title	Head of Alumni Engagement (Kingham Hill)
Reporting to	Head of Alumni and Development (Dean Close Foundation)
Department	Alumni, Development and Archives
Hours of work	37.5 hours per week full-time position, 5 days per week, 52 weeks (25 days of holiday)
Start Date	Available from the 1st of July 2026
FTE Salary	Up to £35,000 annual salary - dependent on experience
Foundation Area	Dean Close Kingham Hill School
Location	Kingham Hill School (3 days) and Dean Close House in Cheltenham (2 days)

Purpose of Job	The Head of Alumni Engagement at Kingham Hill will work closely with the Head at Kingham Hill and the Foundation's Head of Alumni and Development to lead and develop the School's alumni relations programme and support the alumni and development work of the Foundation. Reporting to the Foundation's Head of Alumni and Development, the postholder will oversee alumni communications, engagement activities, events and relationship management. The role requires a dynamic and proactive individual who is an excellent communicator, relationship-builder and organiser, with the ability to manage multiple priorities in a busy school environment. The postholder will have opportunities to work across communications, social media, event coordination, marketing, and database management.
Main Duties and Responsibilities	Key Responsibilities Alumni Relations & Engagement • Lead and implement the School's alumni engagement strategy in line with the School's strategic objectives. • Develop and maintain strong relationships between alumni (Hillians), former staff and the School community. • Act as the primary point of contact for alumni enquiries, correspondence and engagement. • Build relationships with recent leavers and young alumni to encourage lifelong involvement with the School. • Seek opportunities to connect / reconnect with alumni and expand engagement networks. • Encourage alumni involvement in careers fairs, business breakfasts, careers talks, Careers Panel, mentoring and guidance, networking opportunities and pupil enrichment activities. This will work in support of and alongside the Foundation's <i>Skills for the Future</i> programme (futures programme). • Provide tours and welcome visits for returning alumni, former parents and former staff. • Represent the School at alumni events, reunions and networking activities. • Support the School's development and fundraising priorities, including bursaries, capital projects and community initiatives. Communications & Digital Engagement • Manage and maintain alumni communications across email, website content, newsletters, magazines and social media platforms.

	• Develop engaging content including alumni profiles, news stories, interviews and impact updates. • Design and distribute invitations for alumni events and manage RSVPs and related communications. • Work closely with the Marketing & Communications team to raise the profile of alumni engagement across the School community. • Encourage a culture of lifelong connection and philanthropy within the School community. Events Management • Show initiative in organising events that will attract high uptake from alumni, ensuring balance in the programme to engage different stakeholder groups • Develop, coordinate, and deliver a broad programme of alumni and supporter events, including reunions, networking events, receptions, and committee meetings. • Ensure all event logistics are managed effectively, including catering, venues, speakers, budgets, invitations, and post-event evaluation. • Attend events as required, including occasional evenings and weekends (with time off in lieu where appropriate). • Support wider School and Foundation events to strengthen community relationships. Database & Administration • Oversee and maintain the alumni and development CRM/database system, ensuring records remain accurate, consistent, and compliant. • Generate reports, undertake data update projects, and maintain accurate records of communications and donations. • Coordinate meeting agendas, minutes and administrative support for alumni and development committees. • Support the wider External Relations and Foundation teams as required. • Ensure financial budgets are adhered to and reported on. • Support the work of the archive, working in collaboration with the Foundation Archivist.
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Person Specification	
ESSENTIAL	DESIRABLE
<u>Qualifications</u> • Educated to degree level or equivalent experience. • Full UK Driving Licence.	
<u>Experience</u> • Proven experience in relationship building and management • Excellent verbal and written communication skills. • Strong organisational and administrative skills with the ability to prioritise workload and meet deadlines. • Experience of event planning and coordination. • Strong attention to detail and accuracy. • Experience using databases or CRM systems.	• Proven experience in alumni relations, fundraising, communications, marketing • Experience working within an independent school, higher education, or charitable organisation. • Experience managing databases for alumni or fundraising such as eTapestry or Potentiality. • Understanding of alumni engagement best practice.

• Ability to work independently as well as collaboratively within a team. • Professional, approachable, and relationship-focused manner. • Discretion and the ability to manage confidential information appropriately. • Strong adaptability and willingness to learn.	
<u>Skills</u> • Be loyal, honest, trustworthy, and reliable • Enthusiastic, highly motivated, and well-organised. • Confident, proactive with a helpful and flexible approach. • Able to demonstrate initiative and creativity • Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach. • Ability to communicate effectively with all colleagues. • Strong desire to improve knowledge.	
<u>Personal qualities, attitude, and behaviours</u> • Work towards and support the Dean Close Foundation stones/values of; ○ love ○ courage ○ contribution Allowing those around you to flourish. • Demonstrate and develop the following skills: ○ Critical Thinking ○ Compassion ○ Creativity ○ Collaboration ○ Communication • Support and contribute to the Foundation's responsibility for safeguarding pupils. • Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students, and visitors. • Promote equality of opportunity for all students and staff, both current and prospective.	

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Applicants must complete a Dean Close Foundation application form in order to be considered.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

