

Job Description

Head of Alumni and Development

Effective Date:	2026-27 (Revised Annually)
Responsible to:	Director of Communications
Supervisory Responsibility:	TBC
Working Hours:	7.15 am to 3.00 pm (on-site). There is an expectation to attend team/school meetings; these will not exceed 20 hours per academic year. In addition to this, all employees should attend whole school staff meetings every term. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration. This post will require occasional travel, contact and events outside standard hours and across time zones and geographical locations.
Annual Leave:	8 weeks holiday per annum to be taken as agreed in advance with your Line Manager. Annual leave approval will be based on the needs of the school and its operations. Annual leave is to be taken as follows: during Winter Break when the school site is closed and the remaining holiday must be taken during the official school holidays, however cannot be taken during summer INSET or one week prior to the summer INSET week for the new staff induction week (approximately mid-August depending on the academic calendar). For this role, there is also a requirement to be available during specific school holidays to manage alumni events or year-end giving campaigns when required.

Main Purpose of the Position

The Head of Alumni and Development is responsible for leading the school's fundraising initiatives and alumni relations programmes to support the long-term growth and sustainability of the British School Muscat (BSM) and British School Salalah (BSS).

Reporting to the Director of Communications, this role focuses on building lasting relationships with the alumni community, managing philanthropic giving, and securing external investment. The post holder will foster a culture of giving and engagement that enhances the school's facilities and educational innovation.

Key Responsibilities

Strategy, Planning and Reporting

- Develop, alongside the Director of Communications, a phased alumni and development strategy aligned to the school's wider vision, and agree the measures against which it will be judged;
- Ensure that the objectives and targets identified in the strategy are achieved on time and to budget;

- Provide timely and relevant reporting on engagement, network growth and, in due course, fundraising performance to the Director of Communications, the Senior Leadership Team and the Board as required;
- Manage the departmental budget in conjunction with the Director of Communications and the Director of Finance, and contribute to the annual budgeting cycle and longer-term forecasts;

Building the Alumni Record

- Lead the development of a global alumni network to foster lifelong connections between the school and its former students and staff.
- Manage and update the alumni database, ensuring accurate records and segmenting data for targeted engagement.
- Create and curate dedicated content for alumni, including regular newsletters and social media updates.
- Organise and promote all onsite and offsite alumni events, reunions, and networking opportunities, both locally and internationally.
- Develop a mentorship programme connecting current students with alumni for career guidance and inspiration.

Network and Community

- Establish a global alumni network, including regional chapters in the locations where alumni populations are most significant;
- Recruit, brief and support alumni volunteers and chapter leads, and establish an alumni committee or council so the network has its own leadership rather than depending solely on the school;
- Include former staff within the network and maintain their connection to the school;
- Establish a positive relationship with the current parent body and with leavers, so that association with BSM is understood as lifelong.

Students, Mentorship and Careers

- Design and run a mentorship scheme connecting alumni with current students;
- Work with the Sixth Form and the school's careers provision to bring alumni into university and careers guidance through talks, panels, insight sessions and work experience opportunities;
- Ensure that all alumni contact with current students is subject to the school's safeguarding procedures, including vetting, supervision and clear protocols for online and one-to-one contact.

Events, Reunions and Tours

- Plan and deliver alumni events and reunions in Oman and internationally, including milestone-year reunions and events timed around alumni travel;
- Host returning former students and staff on visits and tours of the school;
- Ensure an alumni presence at key school occasions, and attend school events in the evening and at weekends as appropriate.

Storytelling and Communications

- Collaborate with the Director of Communications to ensure all development messaging aligns with the school's brand and tone of voice.
- Produce compelling "Case for Support" materials, brochures, and digital content to promote development initiatives.
- Manage the "Support Us" and "Alumni" sections of the school website and relevant internal digital platforms.
- Work with the Head of Content and Marketing to produce alumni content: profiles, destination stories, video, newsletters and social content;
- Own the alumni and the giving sections of the school website;
- Ensure all alumni and development messaging follows the school's tone of voice and brand as set by the Director of Communications;
- Supply the school with the long-horizon proof points — destinations, careers and outcomes — that support admissions, reputation and the school's wider narrative.

Fundraising and Philanthropy

- Establish effective policies, processes and practices for monitoring, projecting and guiding everything related to the school's development efforts, while also maintaining active, productive relationships with donors to deepen their engagement and financial support;
- Identify, cultivate, and steward relationships with potential donors, including parents, alumni, corporate partners, and charitable foundations.
- Manage annual giving campaigns, capital appeals, and legacy giving programmes.
- Draft high-quality funding proposals, grant applications, and impact reports for stakeholders.
- Developing and managing an annual budget for fundraising.
- Ensure all fundraising activities comply with relevant data protection (GDPR), ethical standards, and school policies.

Scholarship Programme

- Conduct a feasibility study to determine the initial funding requirements for a sustainable scholarship program.
- Draft the foundational "Scholarship Charter," outlining selection criteria (means-tested vs. merit-based), tenure of support, and the terms under which a scholarship may be maintained or revoked.
- Financial Structuring: Work with the Director of Finance to establish restricted fund accounts, ensuring a clear distinction between "Immediate Impact" funds (to be spent that year) and "Endowment" funds (to be invested for the future).
- Legal & Ethical Compliance: Establish robust safeguarding and data privacy protocols specifically for scholarship applicants, ensuring that sensitive financial disclosure data is handled with extreme confidentiality.

Working Across the School

- Foster good relations with teaching and support colleagues so that the alumni programme is integrated with the life of the school;
- Represent the school professionally as required, and carry out other relevant duties as directed by your Line Manager.

Person Specification

The Head of Alumni Development will be able to demonstrate the following. Shortlisting will be against the essential criteria.

1. Education and Qualifications

Requirement	E / D
Degree, or equivalent professional experience, in a relevant field	E
Professional qualification in fundraising, development or alumni relations	D

2. Knowledge and Experience

Requirement	E / D
Demonstrable experience in alumni relations, development, membership, community engagement or a comparable relationship-building role	E
Experience of establishing a new programme	E
Experience selecting, implementing or managing a CRM or membership database	E
Experience designing and delivering events, including for geographically dispersed audiences	E
Track record of securing philanthropic income, sponsorship, grants or comparable commitments	D
Experience in a school, university, or not-for-profit setting	D
Understanding of the Omani and wider Gulf context, and of an internationally mobile alumni population	D
Understanding of data protection obligations as they apply to alumni and donor records	E

3. Skills and Abilities

Requirement	E / D
Exceptional interpersonal skills, with the ability to build rapport quickly and sustain relationships over years	E
Strong project management skills: able to plan, hold multiple deadlines and keep several workstreams moving without close supervision	E
Proven event planning and delivery skills, from concept and budget through logistics, suppliers and guest management to follow-up	E
Excellent written and spoken British English, with strong storytelling ability and the capacity to build a compelling case	E

Requirement	E / D
Strong data discipline; comfortable building, cleaning and maintaining accurate records	E
Financial literacy: able to work with budgets, targets and reporting	E
Ability to handle highly confidential and sensitive information with complete discretion	E
Highly organised and self-managing, able to run several long-horizon workstreams at once	E

4. Personal Attributes

Requirement	E / D
Self-directed; able to build a function from the ground up and comfortable with the ambiguity that involves	E
Persuasive and credible, and comfortable approaching senior, prominent and high-net-worth individuals	E
Genuine commitment to safeguarding, and sound judgement about contact between adults and current students	E
Collaborative and positive within a small, diverse and multicultural team	E
Flexible and resilient: evening, weekend and holiday working, and occasional international travel	E