



ASSOCIATE DIRECTOR OF DEVELOPMENT

Information for Applicants



MILLFIELD

DISCOVER BRILLIANCE



ABOUT MILLFIELD



I am delighted that you are considering the role of Associate Director of Development at Millfield. Millfield offers a transformational learning environment, and the new role of Associate Director of Development will be central to this work. Millfield is a strong and inspirational community, and the Associate Director of Development will have the unique opportunity to help shape and implement a new engagement and fundraising strategy, lead and manage a skilled team of development professionals, and play a significant role in major gift fundraising.

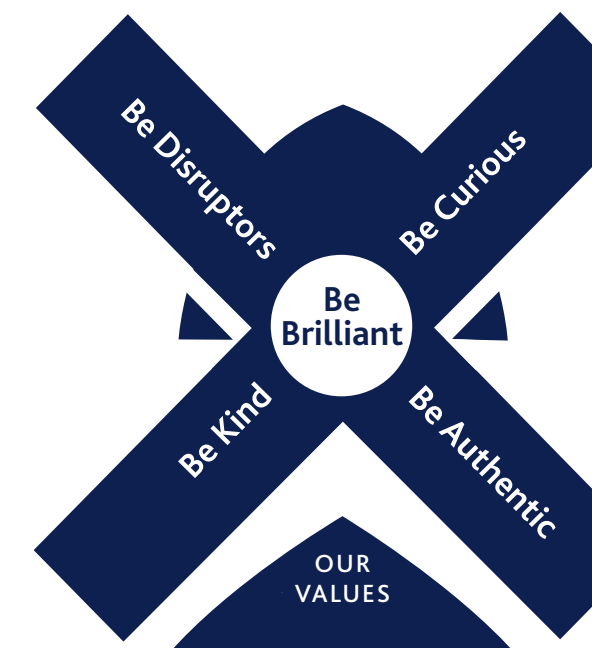
The successful candidate will be joining us at an exciting time. This year marks the start of Millfield's 90th year, and we have been celebrating the anniversary with a worldwide programme of events. This is a significant opportunity for the school not only to look back on its history and achievements, but also to look forward to the future. Our mission is to Discover Brilliance in every child and transform lives through education. We have identified five [Strategic Priorities](#) to deliver our vision for Millfield to be the world leader for the development of children.

Millfield is comfortable being different and at a time of turmoil in society, and especially in independent education, we enjoy the freedom that this position gives us. We are currently shaping our centenary campaign – Discover Brilliance - which seeks to advance our strategic priorities. This campaign will be a game changer for Millfield, engaging alumni, parents, friends and benefactors to support and drive forward our vision for the future through philanthropy and to build a culture of giving to benefit future generations of pupils.

Millfield's 12,000 alumni are incredibly positive about the school today and all groups within our community have shown high levels of engagement. Millfield is often characterised by its scale, its diversity, its determination, and its sense of momentum. This is an exceptional opportunity for someone who has a genuine desire to transform lives and the ambition to advance Millfield's vision. I am looking forward to working with the Associate Director of Development to take fundraising at Millfield to the next level.

If this is a role that excites you and you believe you have the requisite skills and experience, then we would be delighted to hear from you.

Michael Joyce
Director of Development



ABOUT MILLFIELD



Founded in 1935, Millfield’s vision is to be the world leader for the development of children. There are nearly 1,300 students at the senior school (year 9 to U6), with a 3:1 ratio of boarding to day and 440 students at Millfield Prep. Although essentially a rural British school, 20 per cent of Millfield students are international and come from more than 70 countries.

Set in over 400 acres of grounds, Millfield’s size brings great opportunity, and the facilities are unmatched in the UK: an Olympic-sized swimming pool, golf courses, indoor centres for tennis, golf and cricket and an equestrian centre; concert hall, recording studio, theatre, art gallery, hi-tech Science block and outstanding teaching facilities; and high-quality boarding accommodation.

Our aim is to discover brilliance in every child and to immerse them in academic, creative and sporting opportunities to develop this brilliance. We offer an exceptionally wide range of courses and provide multiple pathways through the school to meet the needs of the individual child.

Millfield offers excellent facilities, professional development opportunities, and a strong community ethos that values both academic and personal growth.

THE MILLFIELD WAY



OUR PURPOSE

To break the mould as an activist educator and provide an education and experience that honours the individual

OUR VISION

To be the world leader for the development of children

OUR MISSION

- Discover brilliance in every child and transform lives through education
- Be the world’s best at immersing children in limitless academic, creative and sporting opportunities, in a full boarding environment
- Create an environment which fosters disruptive leadership and wellbeing

OUR STRATEGIC OBJECTIVES

MILLFIELD WILL DISCOVER SPORTING AND ACADEMIC BRILLIANCE IN EVERY CHILD

Millfield’s unique philosophy will facilitate a tailored approach for talented children and offer a transformational experience for all children to ensure they are supported and challenged. Millfield will be a beacon of excellence for children with Additional Educational Needs. We will design

learning opportunities to elevate challenge with high quality support from peers, teachers and coaches.

MILLFIELD WILL DEVELOP LEADERS AND DISRUPTORS, PREPARED FOR THE NEXT STAGE IN LIFE

Millfield’s scale and structure will offer unrivalled opportunities for all in experience of entrepreneurship, resilience, service, inclusion, kindness and achieving success through hard work.

MILLFIELD WILL CHAMPION PHYSICAL AND MENTAL HEALTH

Millfield’s sector defining holistic approach will place physical and mental wellbeing and self-efficacy for children and staff, with a focus on individuals with neurodivergent traits at the centre of all that we do. Millfield will lead the debate in this area.

MILLFIELD WILL LEAD ON TRANSFORMING LIVES THROUGH EDUCATION

Millfield’s unique history prompts us to lead on effective partnerships with schools and other local groups, on the provision of life-changing bursaries and contribution to the national debate on access to education and sport.

MILLFIELD WILL DEFINE THE FUTURE FULL BOARDING EXPERIENCE

Millfield recognises the fundamental significance of the full boarding ethos and provision. Millfield will develop a global, sustainable, modern and welcoming full boarding experience that is an enabler of development.

DEVELOPMENT AT MILLFIELD



DEVELOPMENT AT MILLFIELD

The Associate Director of Development is a new role at Millfield and the investment in this position demonstrates the school’s commitment to the office going forwards.

Development at Millfield has evolved over time, building strong relationships with the school community and establishing solid fundraising foundations through participation fundraising exercises including recent Giving Days. In our 90th year, it is now poised to become a critical part of the school’s future. As we develop our Centenary campaign – Discover Brilliance – the key fundraising strands will reflect our strategic priorities. Our focus going forward will be the development of a case for support Millfield’s three core pillars:

- Millfield Mix – a diverse – social, cultural and economic – student community.
- Millfield Way - student-centred learning, innovative teaching and learning, and world-leading youth sports development.
- Millfield Place - exceptional boarding, an inspirational teaching and learning environment, and world-class sports facilities.

THE OPPORTUNITY

Millfield is seeking to appoint an exceptional Associate Director of Development to work alongside the Director of Development to shape and implement a new engagement and fundraising strategy.

The Director of Development and Headmaster are keen to work in partnership with a skilled and experienced development professional who is committed to fostering transformative philanthropy through exceptional standards of fundraising practice. The school is invested in making development a success and the successful candidate will be joining and managing an experienced and well-resourced team.

This is an exciting opportunity for a passionate, experienced and highly motivated fundraiser to be part of creating and delivering a sector-leading centenary campaign, strategically converting existing high levels of community engagement to an enduring culture of philanthropy.



ASSOCIATE DIRECTOR OF DEVELOPMENT



JOB DESCRIPTION

THE ROLE

The Associate Director of Development will drive the implementation of the school's engagement and fundraising strategy and plans which aim to advance Millfield's mission, vision and strategic priorities through philanthropy.

Reporting to the Director of Development and a key member of the senior team at Millfield, they will oversee the day-to-day running of the Development Office, with line management of five staff: Philanthropy Manager; Philanthropy Associate; Engagement Manager; Development Office Manager; and Data, Research and Compliance Associate.

This role will be directly responsible for:

- Leadership and management of the Development Office's staff and operations.
- Ensuring successful and sustainable engagement of all development stakeholder groups through the creation and delivery of a comprehensive multi-year strategy.
- Managing a portfolio of 30-50 mid- and high-net-worth prospects and donors.
- Developing and overseeing a range of programmes to increase the school's philanthropic income including regular giving, legacies and stewardship.

This important role will most likely be suited to a strategic and experienced development professional with a track record in fundraising, stakeholder relations, development operations and line management gained inside or outside the education sector.

KEY RESPONSIBILITIES

Strategy

- Work with the Director of Development to shape an ambitious and effective fundraising and engagement strategy in support of Millfield's strategic priorities.
- Engage with the wider philanthropic landscape to stay abreast of trends and evolving best practice, anticipating needs, challenges and opportunities as they may arise.

Leadership

- Lead by example, setting high standards of professional engagement and fundraising practice.
- Deputise for the Director of Development at Senior Leadership Team meetings and the strategic working group.
- Raise awareness of the role of the Development Office by building cooperative and collaborative working relationships with colleagues across the school.
- Serve as an ambassador for the school in the wider community, fostering understanding and appreciation of the role of philanthropy in the school's history and future.

Philanthropy

Regular Giving & Appeals

- Oversee and support the implementation of a regular giving and appeal strategy for Old Millfieldians (OMs) and parents to create a sustainable income stream in support of the school's short-term and medium-term priorities and goals.

Major Gifts & Campaigns

- Manage a portfolio of 30-50 mid- and high-net-worth prospects and donors, maximising engagement and giving potential, and soliciting gifts that are aligned with the donors' interests and the school's strategic priorities.
- Oversee and support the development of a prospect pipeline ensuring moves management and prospect status are vigilantly maintained and monitored.
- Contribute to the development of a compelling Case for Support for Millfield's Centenary Campaign – Discover Brilliance – and integrate the case into the school's wider communications.

Legacies

- Oversee and support the implementation of a legacy strategy with a view to building Millfield's endowment.

Stewardship

- Lead the creation and implementation of a robust stewardship programme ensuring systematic and timely donor recognition appropriate to levels of support.

ASSOCIATE DIRECTOR OF DEVELOPMENT

Engagement

Alumni - Old Millfieldians

- Oversee and support the development and delivery of a comprehensive (multi-year) engagement strategy and plan which aims to connect OMs throughout the world and across generations with the aim of fostering lifelong friendships, goodwill and support for the advancement of Millfield School's mission and vision through philanthropy.
- Ensure OM programmes create a constructive environment for OMs giving back to the school through their time, volunteer work and philanthropic support.

Parents – Friends of Millfield

- Lead the development and delivery of a comprehensive (multi-year) school-led engagement strategy and plan for parents.
- Play a leading role in fostering and cultivating friendships and goodwill across the parent body leading to philanthropic support through regular giving and appeals.
- Oversee and support the development of the Friends of Millfield parent groups (Prep, Middle and Senior School).

Operations

Management, Administration and Compliance

- Oversee and support the development and implementation of policies, protocols, procedures, processes and systems of best practice in engagement and fundraising.
- Benchmark Development Office operations with the aim of maintaining high standards and best practice.
- Ensure compliance with relevant data protection and fundraising regulations e.g. GDPR and the Fundraising Regulator's [Fundraising Code of Practice](#).

Staff

- Provide day-to-day line management of the Development Office team, ensuring that all staff meet mutually agreed KPIs.
- Undertake regular staff performance reviews and provide staff opportunities for professional development.
- Ensure that all staff are aware of and responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy and the school's staff Code of Conduct and Sexual Harassment Policy.
- Recruit staff in line with the school's HR policies and procedures.

Finance & Reporting

- Manage the Development Office annual operational budget.
- Oversee gift processing, ensuring compliance with the Donation Acceptance Policy and Procedures.
- Oversee monthly management accounts ensuring income and expenditure are in line with budgets and forecasts.
- Ensure a dashboard of high-level financial information and performance metrics are produced and reported to

the Director of Development each month.

- Prepare reports and papers for Trustee meetings as required.

Data Database and Research

- Oversee the effective and efficient administration of the Development Database (Raisers' Edge) for stakeholder engagement, prospect research and recording prospect moves management.

Additional

- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

PERSON SPECIFICATION

Knowledge and Experience

- Educated to degree-level or equivalent
- Experience in high performing development functions
- Experience of transformative fundraising campaigns
- A track record of soliciting five-figure+ gifts in the UK and overseas
- Building and delivering high impact community engagement and stewardship
- Leading, motivating and managing teams of highly skilled professionals
- Effective relationship management in a complex organisation
- Experience of working with Raisers' Edge or similar CRM databases
- Operational planning, budgeting and financial management
- Ability to produce reports and use performance metrics
- Experience of staff performance management
- Knowledge and understanding of relevant data and fundraising regulation and compliance.

Skills and Personal Attributes

- A passion for philanthropy with the goal of building a better world for all
- A belief in the ethos, values, principles and vision of Millfield
- Credible and persuasive communication skills
- Authenticity, humility, tact and discretion
- Energy and resourcefulness
- A strong team player
- Open minded, with an ability to embrace multiple perspectives
- Self-aware, empathetic, resourceful and resilient
- The ability to weigh and balance competing priorities
- Willingness to attend evening and weekend events, which may involve travel in the UK and overseas
- Tenacity to embed significant and lasting change
- Committed to the safeguarding of children and young people
- Values and promotes diversity, equity and inclusion.

TERMS OF APPOINTMENT



A highly attractive remuneration package is offered, reflecting the seniority and significance of the position. The eventual salary will depend on skills and experience. However, it is anticipated that it will be in the region of £65,000 - £75,000 per annum.

This is a full-time position, working 52 weeks of the year. The postholder shall work such hours and times as necessary for the successful performance of the role. Attendance at events after hours and on weekends will be required in accordance with the Development Office programme. A hybrid working arrangement will be considered for up to two days per week.

- The postholder will enjoy a large range of benefits, including:
- Annual leave entitlement of 25 days plus statutory bank holidays, extending with long service
 - Contributory pension scheme (4%)
 - Staff discount on school fees for children at Millfield and Millfield Prep (from Year 3) following the successful completion of any probationary period and subject to the admissions process and spaces being available. Staff discount is a non-contractual benefit.
 - Subsidised lunches
 - Cycle to work scheme
 - Access to world-class sporting facilities for staff and their immediate families

- Contributions to eye tests and high-quality lenses for display screen equipment use
- Relocation assistance is available for the successful candidate (up to £1,500 nett of VAT)

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subject to receipt of two satisfactory references, one of which must be from the candidate's current (or, if not currently employed, their most recent) employer. Offers of employment will be subject to the satisfactory outcome of an Enhanced Disclosure and Barring Service (DBS) Check with Children's Barred List.

Millfield is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage/civil partnerships.

APPLICATION PROCESS



Interested candidates are invited to contact RSAcademics to arrange a confidential and informal discussion with:

Susannah Thompson, Search Consultant:
susannahthompson@rsacademics.com.

The deadline for receipt of applications is 10.00am on Tuesday 11 November 2025.

Applications should be made electronically to RSAcademics. To submit your application please upload your documents according to the instructions on the RSAcademics [website](#). You should submit:

- A completed application form (available to download from www.rsacademics.com)
- A covering letter addressed to the Director of Development, Mr Michael Joyce. The letter should be a maximum of two pages and should explain your reasons for applying and outline your suitability for the role.

If you have any questions about uploading your application documents, please contact Jonathan Barnes, Head of Operations (Leadership Appointments) at applications@rsacademics.com. Jonathan can also be contacted by calling our Head Office on + 44 (0) 204 6269 791.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your

application has been received within two working days of sending it, please contact RSAcademics' Head Office by telephone.

- Preliminary interviews with RSAcademics will take place via Microsoft Teams on 14 and 17 November 2025.
- Longlist interviews will take place at Millfield School on Tuesday 25 November or Wednesday 26 November 2025.
- Shortlist interviews will take place at Millfield School on 2 December 2025.

Founded in 2002 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive, by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. Please visit www.rsacademics.com for more information.

RSAcademics is committed to promoting diversity and inclusion in schools and to safeguarding and promoting the welfare of children and young people.

Staff Benefits

Freshly Prepared School Lunches



For just £10.30 per month, staff can enjoy a tasty 3-course meal every day, offering a variety of options to suit different preferences.



Long Service Leave

For every 3 full years a member of support staff has continuously served at the School, there will be an additional day's annual leave added to their core annual entitlement (25 days for a full time member of staff plus statutory bank holidays, pro-rated for part time staff) up to a ceiling of five extra days for staff who have worked for fifteen years or more.

Flu Voucher

Staff members are entitled to a £20 contribution towards their annual flu jab. Those staff members over 60 or in a vulnerable category are entitled to a free flu jab.



Events

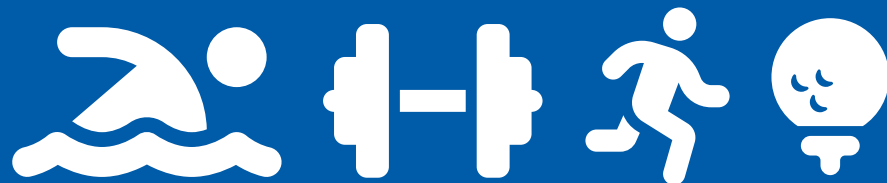


From art exhibitions and music concerts to world class sporting events and dance productions, the fantastic facilities of Millfield hosts a multitude of events throughout the year.

Details of events are emailed to staff throughout the year.

Cycle to Work Scheme

Cyclescheme is an employee benefit that saves you 25-39% on a bike and accessories. You pay nothing upfront, and the payments are taken tax efficiently from your salary by Millfield School.



Sporting Facilities

Staff have access to our world class sporting and leisure facilities for themselves and their immediate family. This includes use of our Olympic size swimming pool, badminton and tennis courts, golf course, athletics track and the School Gym. Naturally, as a school, access to staff needs to work around timetabled lessons, events, and clubs.



Eye Care

Our staff are entitled to reimbursement of up to £22 for eye tests every two years. Additionally, for those who regularly use display screen equipment (DSE) and receive optician confirmation in writing, a generous £50 is available to contribute towards high-quality lenses.



On Site Physiotherapists

Elevate your well-being with privileged access to our on-site Physiotherapists, offered to Millfield staff for a nominal fee. Prioritise your health and comfort with personalised care right at your fingertips.

Millfield School Pension Scheme

Support staff can participant in the Millfield School Pension scheme, enjoying an advantageous 4% contribution provided by us, allowing you to enhance your retirement savings effortlessly and build a solid foundation for your financial future.



Wellbeing Classes

The School offers a number of Wellbeing classes exclusively for staff including Yoga, Spinning, Circuits, Pilates and DanceFit/Zumba. The cost of each class is £50 per term, which is payable in advance either by salary reduction or cash.

Money Saving Perks

Millfield employees can save on everyday purchases and important life events such as getting married, buying a home, family outings, your weekly food shop, going to the cinema or taking your family on holiday with Telus Perks.

Employees can access thousands of gift cards, in-store and online discounts from both local and national retailers, as well as cashback offers paid directly into your online wallet.



Staff Counselling Helpline Service

All employees of Millfield are provided with access to Telus, an employee assistance and wellbeing programme that provides free 24/7 access to online resources, specialist advice and a network of professionals in counselling, social work, human services and psychology. As an employee of Millfield you will have access to free face to face counselling services within the local area.



Headspace Meditation App

Staff receive free access to the meditation app Headspace, which provides mindfulness tools for everyday life, including meditations, sleepcasts, mindful movement and focus exercises.

School Shop Discount

Staff members are entitled to up to 15% discount on most items within the school shop.



Enterprise Holiday Courses

Staff members receive a 10% discount on Enterprise holiday courses. Information on the holiday courses we offer can be found on our website.



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millfieldschool.com