

Tanglin Trust School

Head of Development and
TTS Foundation



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Welcome by Chief Executive Officer

At Tanglin, we believe school life is important in itself, not simply a preparation for something in the future. Every day of your child's school life is important and should be looked forward to with excitement and anticipation. **We acknowledge every child is different and needs change as they grow.**

Therefore, it is important we know your child and your child feels known and cared for. Although every school has to have structure to its operation, we work hard to avoid having a 'fixed menu' so we can identify and meet the varying needs of each individual. You won't be surprised then to hear that 'wellbeing' is our core development strategy!

Our vision statement says it all really...

- 'We aspire to be the best school in the world ...' (aspirational not arrogant!)
- '... with a dynamic learning community ...' (that's everyone - including staff and parents)
- '... which nurtures and inspires ...' (that's the way we do it, without fear or trepidation)
- '... every individual ...' (including your child)
- '... to be the best they can be.' (whether in the academic, sport, the arts, global citizenship, or their particular passion).

We are fully committed to our core values: Respect, Responsibility, and Purpose, which underpin everything we do, the way we do it, and our entire ethos. That starts with child safeguarding to ensure our students are treated the way we would want to be treated ourselves, and extends throughout our pastoral programme to help each child flourish.

We are most proud of the fact that our graduates are simply 'good people', who are prepared to flourish in, and make a positive contribution to, the world ahead of them.

Embedding a culture of philanthropy in the School amongst students, teachers and staff is one of my key priorities. Philanthropy funds exceptional opportunities helping to drive sustainability initiatives, encourage student leadership and service activities, give access to inspirational visitors and significantly drive both participation and excellence in our sports and arts programmes.

I look forward to working closely with the new Head of Development and Foundation to develop strong long lasting relationships with all our stakeholders - donors, parents, alumni, corporates and foundations - to enable us to deliver our mission and realise our ambitions. Our journey to transform each child's education with us is empowered by philanthropic funding which will make a huge difference to their journey.

We look forward to receiving your application. Join our dynamic and dedicated team to drive the aspirations of Tanglin Trust School as we strive to give each child an exceptional journey with us.

Craig Considine
CEO



Background Information

Established in 1925, Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful.

Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged, and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Our Vision

We aspire to be the best school in the world with a dynamic learning community which nurtures and inspires every individual to be the best they can be.

Our core values of Respect, Responsibility and Purpose are at the heart of everything we do across the school.

Core Values

RESPECT

We treat others as we would want to be treated ourselves.

We value our parent community and encourage their participation in school.

Tanglin is a community where everyone is valued and included.



RESPONSIBILITY

Tanglin seeks to act ethically and according to the principles of social and environmental responsibility.

We value teachers who learn and learners who teach.

We value the opportunity for all to take risks, learn from mistakes, express themselves, and reflect on life and learning.

PURPOSE

We are driven by our desire to teach students how to enjoy learning, playing, and making friends.

We allow students time and space to be who they are and discover who they might become.

We celebrate students' personal fulfilment, achievement, and success in all that they do, in and out of school.

The Strategic Plan

Tanglin Trust School (TTS) moves proudly toward its centenary in 2025.

This strategic plan: One School, Exciting Futures provides a clear direction for the school's journey. In doing so we honour the past, embrace the present and aspire to the future.



The Role

Job Title

Head of Development and
TTS Foundation

Location

Singapore

Reports to

Chief Executive Officer

Direct Reports

- Development Manager
- Development Executive

Key Relationships

- CEO
- Board of Governors
- Foundation Advisory Council
- Senior Volunteers, Donors and Parents
- Faculty members
- Colleagues across the Alumni and Community Relations, Marketing and Communications and Business Support Teams.

Purpose

The Head of Development and TTS Foundation will develop a fundraising strategy and drive its implementation to secure philanthropic income for the School and TTS Foundation.

The incumbent will manage the TTS Foundation and develop strategies for cultivation, solicitation, and stewardship of all prospects and donors. He/She will also be responsible for developing the marketing plans for its annual and regular giving programme. Working with the CEO, the Head of Development will successfully engage with the Governors Development Sub-Committee to strengthen the engagement and stewardship of key stakeholders and donors, taking philanthropy to the next level at TTS.



Key Criteria for Success

After 12 months in post, the successful candidate will have:

- Developed and implemented a fundraising strategy that outlines clear performance goals and aligns with the vision and key priorities of the School.
- Developed a compelling case for support and built a network of ambassadors comprising parents, leadership and key volunteers who are critical to fundraising.
- Developed a fundraising plan for the School's Centenary which includes the Arts Trail and other key projects as outlined by the CEO.
- Built credibility as a key staff member within the School community, and become a trusted colleague.
- Gained a thorough understanding of the School's mission and vision.



Key Responsibilities

Strategy and Fundraising

- Develop and implement a robust and diversified fundraising strategy which includes major and regular giving programmes to meet established performance targets.
- Build a strong donor pipeline to increase philanthropic income year on year, working towards the long-term financial sustainability of the TTS Foundation.
- Develop a robust stewardship programme, reporting to donors on the impact of their gifts with the goal of celebrating volunteers and donors.
- Recruit, retain and manage a group of parent advocates to support the TTS Foundation which acts as a key steering group for giving activities.
- Build the culture of philanthropy to the TTS Foundation from the school community and Tanglin Alumni, corporates, government agencies and other foundations to raise funds to support exceptional opportunities over and above the curriculum in four core areas: Sport; Arts; Innovation, Imagination and Inquiry and Engagement with Global Issues.
- Collaborate with the Marketing and Communications team to ensure community understanding of the ongoing projects funded by the TTS Foundation using both formal and informal communications tools.
- Work with the CEO to identify projects beyond the current scope of the TTS Foundation that will enrich the life of the school and appeal to donors.
- Collaborate with the Director of MAC (Marcomms, Admissions and Community Relations) to develop a suite of collateral that supports the development of fundraising activities and outcomes at the School.
- Oversee the planning and execution of fundraising events.
- Actively explore alternative income streams and keep abreast of the industry to leverage funding opportunities.
- Ensure all fundraising activities are in adherence to Singapore laws and governance.

Management

- Lead and motivate the fundraising team to deliver results, including setting short and long term targets and ensuring delivery against these.
- Ensure business processes are in place, enhancing operational efficiency and maximising resources.
- Oversee timely processing of gifts and accurate reporting on fundraising targets based on a robust approach to data gathering and impact measurement.
- Build the competency of the fundraising team through coaching and delivering best practice in fundraising.
- Complete the Review and Development exercise annually and undertake identified professional development opportunities.
- Maintain an accurate and up to date record of all professional development opportunities.
- Comply with the school child safeguarding policy and procedures and report any concerns to the Designated Safeguarding Lead.
- Embrace the School's commitment to creating a diverse and inclusive environment.



Person Specification

Experience and knowledge

- Educated up to undergraduate degree level or equivalent, or a combination of relevant experience and skills.
- Demonstrable experience in fundraising, in particular major gifts fundraising at the 6-figure level and above.
- Experience developing and implementing robust strategies to increase income levels.
- Experienced in the development and execution of fundraising goals.
- Significant experience in managing, motivating and coaching team members.
- Experience working with volunteer boards and leadership.

Desirable

- Ability to speak a second Asian language will be an advantage.

Skills, abilities and attitudes

- Exceptional leadership skills, being able to move and inspire a cross-functional group, leading it into a unified direction with a common vision.
- Excellent relationship building and people management skills to effectively manage the team and build relationships with members of the Tanglin school community, and other stakeholders including donors.
- Proven ability to meet deadlines and deliver and report back on agreed targets and plans.
- Strong project management skills to effectively oversee and meet strategic goals.
- Positive and passionate attitude towards the students, staff and the Tanglin Community.
- Possess cultural awareness to relate to, and work with, individuals from a wide variety of cultural, racial and religious backgrounds.
- Efficient, flexible and adaptable.
- Diplomatic and calm under pressure.
- Ability to work independently, to be self-motivated, proactive and forward thinking.

- Strong strategic thinker with a passion for fundraising

Tanglin Trust School believes that each employee makes a valuable and significant contribution to our success and that contributions should not be limited to the assigned responsibilities above. This job description is designed to outline primary responsibilities but not limit the employee, nor Tanglin Trust School, to only the duties identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

The school 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 candidate will be required to provide an Enhanced DBS disclosure certificate, or equivalent.



Next steps

Terms

Successful candidates will be offered a two year contract with 22 days of paid annual leave.

To discuss salary parameters, please call **Chua Beng Hwee**, Director of Richmond Associates.

How to Apply

Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. Details of your latest salary, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Beng Hwee Chua, Director at Richmond Associates Asia Office.

Interviews with Tanglin Trust School will take place from **end August 2022**.

Closing date for applications is 9am on Monday 15 August 2022.

Please send your application to **Ms Susan Seah**, Business Support Administrator:

✉ info@richmond-associates.com
☎ 96847487 (Asia Office)

About Richmond Associates

Richmond Associates was established in 1999, in the UK, by our Founder, Moyra Brown. Her vision was to provide a professional and robust recruitment process to help organisations address their growing need for expertise in fundraising and ultimately, find exceptional talent. Building on Richmond Associates' strong foundation in the UK, the Australia office was then opened in 2011, followed by Singapore in 2019.

For almost a quarter of a century we have worked in partnership with the world's leading education, arts and cultural, health, and charitable organisations to find experienced and emerging fundraising and advancement professionals. As a result of this focus, we have gained a reputation as a trusted intermediary between our clients and candidates. We also have an enviable insight into the profession, which enables us to advise on career development and talent management strategies.