



TONBRIDGE
SCHOOL

ASSOCIATE DIRECTOR: MAJOR AND LEADERSHIP GIFTS



WELCOME TO TONBRIDGE

Tonbridge has earned a global reputation for world-class education, nurturing creativity, intellectual curiosity and leadership. From 2028, we are delighted to be welcoming day girls into a newly co-educational Sixth Form, with boarders following in 2030.

A Tonbridge education emphasises independent thinking and academic enrichment alongside a vibrant co-curricular programme. Pupils regularly achieve international success, representing the UK at Olympiads, ranking amongst the world's top students in Mathematics, Artificial Intelligence, Economics and Sciences. Boys also excel at the top levels in creative endeavours and sport, having the space, time and support to excel in their chosen fields.

The School recorded outstanding exam results in academic year 2025/26. At A Level, 94% of all grades awarded were A*, A or B, of which 72% were A* or A. Notably, almost half of the cohort (81 boys) achieved three A* and A grades or higher.

Our boarding ethos defines the experience of both day boys and boarders alike, with seven boarding and five day houses ensuring that every boy is part of a close-knit community.

Our commitment to developing confident, well-rounded boys is underpinned by our staff, who inspire and support them as they prepare for life beyond school. The latest enhancement, Think 25, encourages students to consider where they want to be at twenty-five, supported by mentoring and careers guidance extending beyond university. Guided by the ethos Only Connect: Fine Minds and Good Hearts, Tonbridge pupils have the confidence, character and purpose to make a meaningful contribution to the world.

The School has been endorsed by The Good Schools Guide (2025) as having "intellectual stimulation at every turn, with sky-high academic standards set by the specialist teachers who pupils told us are 'passionate about their subjects' and 'challenge all including the absolute brightest'".

THE NEW BEACON

The New Beacon is a leading independent preparatory school in Sevenoaks, educating boys aged 4 to 13, with a co-educational nursery for children aged 2 to 4. It is Tonbridge's main feeder school, a relationship that was enhanced when the schools merged in 2021, reflecting our shared ethos, values, academic rigour and aspiration.

In 2026, an Assured Admissions Pathway to Tonbridge School was introduced for pupils at The New Beacon, with the opportunity for eligible pupils who meet Tonbridge's academically selective criteria to receive an Offer in Principle at the end of Year 5.

Together, we are part of a wider family of schools overseen by the Skinners' Company, one of the Great Twelve Livery Companies of the City of London and a major not-for-profit organisation supporting ten schools in London and Kent.

THE DEPARTMENT

This is a rare opportunity to join the Development Team of one of the UK's leading independent schools at a pivotal stage in its development. Reporting to the Director of the Tonbridge Society, the Associate Director: Major and Leadership Gifts will lead high-value donor engagement and secure philanthropic investment, starting with the School's ambitious 475: Towards 500 Campaign.

The Tonbridge Society brings together a vibrant family of alumni, parents and friends through the Old Tonbridgian Society, Parents' Arts Society and the Tonbridge School Foundation, with over 75 events held each term.

Established in 2003, the Tonbridge School Foundation plays a vital role in supporting the School's charitable purposes, including major capital projects and its extensive bursary programme, helping to widen access to a Tonbridge education. Following the merger with The New Beacon, this now

extends to the bursary programme at The New Beacon for pupils from Year 3 upwards, making an education at the schools accessible to outstanding pupils from all backgrounds.

The Headmaster, James Priory, has led a strategic focus on strengthening relationships with parents and alumni through the Tonbridge Society, guided by the principles of engagement, enrichment and enhancement. This approach has resulted in an increase of more than 300% in participation at events and reunions and deeper connections with the School.

The Tonbridge Society team has also strengthened philanthropic engagement, achieving significant progress in donor identification and cultivation. With the support of the Governing Body and Senior Leadership Team, the Society now seeks to accelerate this momentum through strategic prospect management, donor cultivation and long-term relationship-building.

With the launch of the School's 475th anniversary campaign, 475: Towards 500, this is an exciting time to join the Tonbridge Society and play a key role in significantly increasing philanthropic support to the School. The campaign will support an ambitious programme of capital investment, cultural, sporting and academic projects and fund bursaries over the 25 years leading to the School's 500th anniversary.

THE POST

The Associate Director: Major and Leadership Gifts will work closely with the Director of the Tonbridge Society and the Senior Associate Director to deliver the next phase of major and leadership gift support as part of the 475: Towards 500 Campaign.

The successful candidate will be a skilled and experienced fundraising professional with a proven commitment to the highest standards of ethical and professional practice, alongside a strong record of relationship-based fundraising.

The postholder will manage a portfolio of major and leadership gift prospects and be responsible for delivering agreed annual donor engagement and fundraising objectives through effective prospect management, relationship development and donor cultivation. A substantial proportion of their time will be spent meeting prospective and existing supporters, developing relationships and securing philanthropic support across the UK, with opportunities for international engagement as the programme develops.

This role offers an outstanding opportunity for an ambitious fundraising professional to play a leading role in a growing advancement programme, helping to build enduring philanthropy while developing towards senior leadership.

We combine ambition, professionalism and a strong sense of camaraderie, creating a fast-paced and enterprising culture informed by fundraising best practice.

Informal enquiries are welcomed and should be directed to Adrian Ballard, Director of the Tonbridge Society at: adrian.ballard@tonbridge-school.org.



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TONBRIDGE SCHOOL

TOWARDS 500. Our next 25 years.

JOB DESCRIPTION

Job Title	Associate Director: Major and Leadership Gifts
Reporting to	Director of the Tonbridge Society
Main Purpose	To develop and manage a portfolio of major and leadership gift prospects, securing philanthropic support for the Tonbridge School Foundation's strategic priorities through a structured programme of identification, cultivation, solicitation and stewardship.

MAIN DUTIES

Fundraising and Donor Engagement

- Manage a portfolio of major and leadership giving prospects, developing and implementing tailored cultivation, solicitation and stewardship plans for each individual.
- Secure gifts in the leadership (£1,000-£20,000) and major (£20,000 to £100,000) ranges through systematic face-to-face cultivation and solicitation of alumni and external donors and prospects.
- Identify, research and qualify new major gift prospects from within the School's alumni, parent and wider supporter community.
- Build meaningful, long-term relationships with current and prospective donors, ensuring engagement opportunities align with their interests and philanthropic aspirations.
- Prepare compelling funding proposals, cases for support and donor communications to secure significant philanthropic investment for the School's priorities.
- Undertake prospect meetings, both independently and alongside School leaders, to progress relationships and secure major gifts.
- Maintain accurate prospect records, pipeline activity and gift forecasts using the School's CRM system.

Strategic Engagement

- Contribute to the delivery and ongoing development of the Tonbridge Society engagement strategy, supporting initiatives that strengthen connections with alumni, parents, friends and supporters across the UK and internationally.
- Work collaboratively with colleagues to create and deliver engagement opportunities that encourage lifelong involvement with the School and inspire philanthropic support.
- Support the planning and delivery of events, reunions, networking opportunities and stewardship activities that deepen engagement and enhance donor relationships.
- Develop a strong understanding of the School's strategic priorities and communicate these effectively to external stakeholders to encourage advocacy and support.

Programme Development and Reporting

- Work closely with the Director of the Tonbridge Society to implement and develop the School's major gifts programme, ensuring activity aligns with fundraising objectives and strategic priorities.
- Collaborate with the Senior Associate Director to support an integrated fundraising approach across major gifts, regular giving and legacy giving programmes.
- Monitor and evaluate fundraising activity, preparing regular reports on prospect development, pipeline performance, fundraising outcomes and engagement metrics.
- Contribute to annual planning, budgeting and forecasting processes for fundraising and engagement activity.
- Ensure compliance with relevant fundraising regulations, data protection requirements and best practice standards.

Stakeholder Engagement and Collaboration

- Build effective working relationships within the Tonbridge Society team and the wider school community, collaborating with colleagues and senior leaders to identify opportunities for donor engagement and philanthropic support.

- Act as an ambassador for Tonbridge School, representing the School professionally with alumni, parents, friends, supporters and external partners.
- Communicate confidently and effectively with a diverse range of stakeholders, tailoring messages and approaches to suit different audiences.
- Foster a collaborative and positive working environment, contributing to the achievement of departmental and School-wide objectives.

General

- Support the wider activities of the Tonbridge Society as required.
- Demonstrate a commitment to the values, mission and strategic objectives of Tonbridge School.
- Participate in training and professional development activities to maintain expertise in fundraising and stakeholder engagement best practice.
- To undertake any other duties as may be reasonably required by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

SAFEGUARDING

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Experience, Knowledge and Qualifications

- Educated to degree level (or equivalent).
- Significant experience in seeking philanthropic income through major gifts, including the structured and ethical cultivation, solicitation and stewardship of high-value donors.
- Proven experience of working with volunteer networks, advisory groups or alumni associations (or equivalent).
- A current driving licence and the continuous use of a car for business purposes.
- Knowledge of current fundraising trends, best practice and emerging approaches to fundraising, including relevant legislation, data protection and ethics.
- Knowledge of the independent school sector is desirable.
- Experience of working with CRM databases.
- Experience of working in an educational setting would be an advantage but is not essential.
- Experience of working with international donors would be advantageous.

Skills and Abilities

- Credible and persuasive verbal and written communication skills delivered with energy, resourcefulness, humility, tact, and discretion.
- Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, Microsoft Teams, etc.).
- Commitment to excellence, and strong attention to detail and accuracy.
- Proven organisational skills and a proactive, 'can do' attitude with a positive outlook.
- Ability to prioritise workload and work on own initiative.
- Awareness of issues involved in working within an educational environment.

Personal Attributes

- Team player with willingness to support others in their roles.
- A commitment to excellence.

- Self-motivated, flexible and pro-active.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of all duties.
- Hardworking, dependable, punctual and professional in approach to work.
- Willingness to participate in continuous training and development.

HOURS OF WORK

This is an all-year round post of nominally 36.25 hours per week, Monday to Friday from 9am to 5.15pm, with a 1-hour unpaid lunch break.

There will be an expectation of senior level commitment to support the operations of the Tonbridge Society, including flexibility with working days and hours to attend prospect and other meetings and events in the normal course of the postholder's duties.

REMUNERATION AND BENEFITS

Competitive salary dependent on qualifications, skills and experience.

Generous benefits package including:

- Pension scheme
- Generous annual leave plus statutory bank holidays
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Cycle to Work scheme.
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at <https://www.tonbridge-school.co.uk/careers>

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org 01732 365555

Application forms should be accompanied by a short letter of application.

Closing Date: Monday 2 November 2026 at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.



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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press