



## Development and Communications Director

Marymount International School London seeks a Development and Communications Director to oversee marketing, communications and fundraising.

Marymount International School London is a Catholic independent day and boarding school for girls aged 11-18. Over 45 nationalities are represented in our student body of around 230 girls. An International Baccalaureate (IB) World School, Marymount offers the IB Middle Years and Diploma Programmes. The School was the first all-girls school in the UK to take on the IB Diploma as the curriculum of choice in 1979.

The Development and Communications Director provides leadership of a comprehensive programme of institutional support and advancement. Reporting to the Headmistress, the Director has primary responsibility for marketing, communications, fundraising and the alumnae programme. The Director will develop and implement an external relations programme that promotes and extends the School's profile in the Greater London/U.K. area and throughout the world. The Director will contribute to the leadership, sustainability and development of the School internally and externally whilst upholding the Marymount values, through teamwork.

The following skills and experience are desirable:

- Excellent communication and interpersonal skills
- Strategic planning and development of business plans
- Negotiation and presentation at highest levels
- Ability and flexibility to work with all levels of school constituents: parents, students, staff, alumnae, governors, and build relationships with external parties
- Successful fundraising experience (Annual funds, major gifts and trusts) ideally in an independent school, with knowledge of Raiser's Edge or other relational database
- Experience with websites - review, updating, design - an advantage

*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. All applicants must be willing to undergo child protection screening appropriate to the post.*

**Please visit the School website at [www.marymountlondon.com/quick-links/recruitment](http://www.marymountlondon.com/quick-links/recruitment) for a full Job Description and Person Specification and to download the application form.**

Salary: commensurate with qualifications and experience.

The closing date is 8<sup>th</sup> September 2010

Interviews to be held week commencing 13<sup>th</sup> September 2010

**With informal questions please contact Inkeri Voutilainen, Development Manager, [devofficer@marymountlondon.com](mailto:devofficer@marymountlondon.com), or 020 8949 0571 x 245. Marymount International School London, George Road, Kingston upon Thames, KT2 7PE [www.marymountlondon.com](http://www.marymountlondon.com)**