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PORT·REGIS

Development Executive

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

This is an exciting time to be joining Port Regis. The school was named UK Boarding School of the Year in October 2026, is in a strong financial position as a standalone prep school with ownership of its 150 acre campus and the school roll of 300+ includes full boarders, local boarders and day children. The Marketing and Communications team is a small but dynamic one, working with department staff across the whole school. There is excellent scope within this role to make a real difference and shape the future of Port Regis, which will celebrate its 150th anniversary in 2031.

Role Profile

The Port Regis community is a strong and supportive one and we want to continue to build on the work of the previous alumni executive to further engage with Old Port Regians (OPRs), current parents and former parents. The Development Executive will work within the Marketing and Communications team to support the Director of Marketing and Communications in helping to strengthen lifelong connections with alumnae, parents, staff and friends of Port Regis.

The role will plan and manage a programme of events and publications, including responsibility for our online portal and social media alumni presence to enhance engagement within the Port Regis community and maximise current and future fundraising opportunities for the school. As well as liaising with a variety of staff at the school, the role is an outward facing one, and the post holder will need to be an outstanding communicator.

Whether you already have fundraising experience or bring transferable skills from relationship management, communications, business development, education or the charity sector, this role offers the opportunity to make a lasting difference for someone wishing to advance and develop their career in communications, alumni relations and philanthropy.

Remuneration and Benefits

The successful candidate can expect:

- A competitive salary according to experience, plus pension and holiday benefits
- An employee assistance programme with extensive support in relation to wellbeing and wellness; counselling, legal, medical, care, probate and bereavement support and services
- Free car parking
- Complimentary use of the School's staff gym and Sports Centre
- Delicious meals in our Dining Hall during term time
- A beautiful setting in which to work
- To join a delightful team and an exceptional working environment
- Competitive school fee remission

Hours of Work

This post is part time - 32 hours per week for 37 weeks of the year. Occasional, planned evening and weekend work may be required for events. Hours may be negotiable with the potential for hybrid working.

Start Date
January 2027

Responsible to
Director of Marketing and Communications

Job Description
These details are subject to change as the role develops and as the Director of Marketing and Communications may reasonably request:

Engagement

- Act as the first point of contact for members of the Port Regis community of past parents, pupils and friends of the school
- Build strong relationships with donors, supporters, alumni, parents and community partners to integrate into the life of the school
- Manage and develop the alumni and supporter online database platform OPR Connect (Toucan Tech)
- Manage and develop the OPR social media channels – currently alumni Facebook and LinkedIn
- Monitor volunteers' involvement and maintain volunteer lists – working with staff responsible for current parent events
- Plan, organise and deliver alumni events including networking events and reunions
- Establish a regular engagement newsletter
- Collate and produce relevant publications
- Produce all communications and campaign materials relating to alumni engagement and future fundraising

Stewardship

- Ensure all incoming gifts to Port Regis are recorded on the database
- Identify opportunities and potential supporters for different levels of fundraising and friendraising
- Undertake research into individuals, companies and foundations within and beyond the Port Regis community
- Monitor activity and produce reports on progress

Database Management and Administration

- Develop a good working relationship with our database provider and act as the first point of contact
- Ensure all data is kept up to date and develop the quality and organisation of existing data
- Manage the annual import of new data
- Manage event bookings, record and process all income streams and produce monthly reports
- Create systems and procedures for entering research data
- Advise on the recording and storage of information in compliance with GDPR

- Undertake any other duties as may reasonably be required by the Marketing and Communications team

Person Specification

Essential

- An excellent communicator and confident relationship builder
- Highly organised, self motivated and able to manage multiple priorities
- Comfortable working both independently and collaboratively
- Experienced in CRM systems and online record keeping
- Excellent copywriting skills
- Strong research and analytical skills
- Good working knowledge of Microsoft Office applications including Word, Excel and Outlook

- Good working knowledge of managing and updating social media platforms – in particular LinkedIn and Facebook
- A genuine passion for independent education and philanthropy
- Patience and a sense of humour
- Flexible and calm under pressure
- A collaborative team player

Desired

- Knowledge of the Toucan Tech database platform
- Experience of donor stewardship, alumni relations and supporter engagement
- Understanding of multi level fundraising

Application Procedure

If you feel you can meet the requirements of the post, we would be delighted to hear from you. Please complete the application form on our website Work With Us | Port Regis and send it, along with a covering letter, to Clair Beaty-Pownall at peopleteam@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive before 12.00 on Friday 27th November 2026. We reserve the right to close this vacancy should we receive sufficient applications; **therefore early applications are encouraged.**

Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Staff Code of Conduct Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Safeguarding

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.