



FUNDRAISING & PROGRAM CONSULTANT FOR ST. SAVIOURS SCHOOL ENDOWMENT FUND

Terms of Reference (ToR)

Role Summary

St. Saviour's School Ikoyi is seeking an experienced and strategic Fundraising Program Manager to lead and coordinate fundraising initiatives for the School's Endowment Fund. The ideal candidate will have strong experience within the NGO, nonprofit, development, or social impact sector, with a proven ability to drive donor engagement, manage fundraising campaigns, and build sustainable partnerships with individuals, institutions, and corporate organisations.

The role requires a relationship-driven professional who can develop innovative fundraising strategies, strengthen stakeholder engagement, and support the long-term sustainability of the School's educational vision.

Role Objectives

- 1. Increase Funding to St. Saviours School Ikoyi:** Develop and implement targeted fundraising strategies to significantly boost the St. Saviour's School Ikoyi endowment fund, focusing on contributions from alumni, parents, NGOs, foundations, and community stakeholders.
- 2. Build Relationships:** Establish and nurture meaningful relationships with current and prospective donors, alumni, and community stakeholders to create a strong culture of giving that benefit to the school.
- 3. Enhance Awareness of St. Saviours School Initiatives:** Increase understanding of the endowment fund's purpose, goals, and the direct impact of contributions on St. Saviour's mission and student opportunities.
- 4. Drive Sustainable Growth:** Create and manage ongoing fundraising initiatives to ensure long-term financial sustainability and support for educational programs at St. Saviour's School.

Roles and Responsibilities

1. Provides technical and/or professional coordination and leadership in the execution of day-to-day program/project activities, as appropriate to program objectives and area of expertise.
2. Develop and execute a comprehensive fundraising plan tailored to the unique needs of St. Saviour's School Ikoyi to meet endowment objectives.
3. Collaborate with all fundraising teams and committees at St. Saviour's School to streamline and manage requests effectively.
4. Establish, cultivate and maintain strong relationships with current and prospective donors, including alumni, school families, corporations, and philanthropic foundations within the community.
5. Plan and organize donor recognition events, school community gatherings, and alumni events to foster deeper connections and keep donors informed and engaged.
6. Lead and execute diverse fundraising campaigns, including donor appeals, school events, online initiatives, and partnerships with local businesses to maximize reach and contributions.
7. Monitor and evaluate the effectiveness of all fundraising campaigns and initiatives, providing

feedback and adjustments to maximize success rates.

8. Collaborate with the finance team to ensure accurate tracking and reporting of donations and financial contributions to the endowment fund.
9. Work with the school's marketing and communications team to develop promotional materials, newsletters, and social media campaigns that highlight the endowment fund's importance.
10. Prepare regular reports on fundraising activities, progress, and goals for the school's executive leadership and board, keeping them informed about fundraising efforts and successes.
11. Develop and manage the fundraising budget to optimize resource use and maximize ROI, while analyzing trends, donor feedback, community engagement, and market dynamics for data-driven future strategies.
12. Recruit, train, and supervise volunteers and staff involved in fundraising activities, providing support and guidance to ensure successful outcomes.

Experience

- Bachelor's degree in marketing, finance, nonprofit management, business administration, or a related field.
- Proven track record of successful fundraising experience, including leading and managing campaigns or resource mobilisation within an NGO, nonprofit, foundation, or social impact organisation.
- Familiarity with or strong connections to high-net-worth clients, schools and/or expanded business community.
- Strong network and experience engaging with corporate organisations, NGOs, foundations, development partners, and high-net-worth individuals.
- Exceptional verbal and written communication skills and ability to facilitate and drive fundraising requests with Csuite, donors, stakeholders, and the school community.
- Demonstrated experience in leading teams and coordinating fundraising efforts, often with volunteers and staff, to achieve fundraising goals.
- Strong analytical skills to assess fundraising performance and derive insights for improving future initiatives.
- Knowledge of fundraising software and donor management systems, as well as digital marketing strategies to maximize engagement.