



# Woodstock School

## **JOB DESCRIPTION** **175<sup>th</sup> Anniversary Programme Manager**

**JOB TITLE:** 175<sup>th</sup> Anniversary Programme Manager (*Four-year fixed-term role*)

**REPORTING TO:** Director of Advancement and Alumni Relations

### **PURPOSE OF THE JOB:**

The 175th Anniversary Programme Manager is responsible for coordinating the planning and delivery of Woodstock School's 175th Anniversary programme (2026–2030), including anniversary events taking place in 2028–2030, and associated heritage and fundraising initiatives.

Working under the guidance of the Director of Advancement and Alumni Relations and the 175th Anniversary Steering Group, the post-holder coordinates the implementation of the anniversary plan, ensuring effective collaboration across departments, alumni groups, and volunteers. The role focuses on operational coordination, timeline management, stakeholder engagement, and integrated delivery of a cohesive, community-focused anniversary programme.

In both pastoral and professional ways, exemplify [Our Calling](#) by working in a way which [Elicits Greatness](#) and make decisions that align with our [Guiding Principles](#). To know more, please visit [About Woodstock](#).

### **Primary Responsibility Areas:**

- Programme Coordination & Implementation
- Delivery of Anniversary Events (2028–2030)
- Fundraising & Donor Engagement Support
- Heritage, Storytelling & Archives Coordination
- Volunteer, Partner & Global Alumni Engagement
- Communications & Branding Integration

All responsibilities are delivered in collaboration with relevant teams. The Programme Manager's role is to facilitate, integrate, and coordinate shared work, delivering the defined institutional strategy by the Director.

### **Duties and Responsibilities:**

#### **1. Programme Coordination & Implementation**

- Manage the implementation of the multi-year anniversary programme (2026–2030) under the guidance of the Director of Advancement and Alumni Relations.
- Develop and maintain the overarching programme roadmap, timelines, and annual action plans.
- Serve as secretariat to the 175th Anniversary Steering Group, coordinating engagement across departments including Advancement, Communications, Hanifl Centre, Centre for Imagination, Estates, Library, Academic teams, and others as required.
- Build strong collaborative working relationships with the Hanifl Centre to support festival and outdoor programming elements.
- Coordinate alumni volunteer involvement, including alumni ambassadors and class secretaries, in alignment with Alumni Relations leadership.



- Monitor progress against agreed milestones, identify risks, and support timely and high-quality delivery.
- Maintain programme documentation and provide regular status updates to the Director of Advancement and the Steering Group.

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## 2. Delivery of Anniversary Events (2028–2030)

- Coordinate cross-department teams to plan and deliver key anniversary events, engaging alumni and volunteers where appropriate.
- Track and coordinate event budgets as approved by the Director of Advancement and Alumni Relations.

### Mussoorie Mountain Festival (2028) – 25 Years of the Hanifl Centre

- Work closely with the Hanifl Centre team to plan a festival highlighting Woodstock's leadership in outdoor education and environmental stewardship.
- Coordinate logistics with Estates, Communications, Music, Drama, and student leadership teams.

### 175th Anniversary Mela (Fall 2029)

- Work with the Assistant Manager – Alumni Relations to plan and deliver a global celebration featuring music, arts, and food for alumni, families, students, and the wider community.
- Coordinate with relevant departments to support safety, accessibility, sustainability, and visitor experience.

### Heritage Week & Founders' Day (Spring 2030)

- Coordinate heritage-focused activities, exhibitions, storytelling events, and alumni engagement programmes.
- Work with relevant teams to integrate historical narratives and community contributions.

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## 3. Fundraising & Donor Engagement Support

- Support the planning and delivery of anniversary-linked fundraising initiatives, including scholarship campaigns at Woodstock and Planned Giving efforts, in collaboration with the Director of Advancement and global partner organisations.
- Coordinate messaging and donor-facing materials in collaboration with the Communications Department.
- Monitor progress against agreed milestones and prepare updates for the Director of Advancement and the Advancement Committee.

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## 4. Heritage, Storytelling & Archives Coordination

- Support project coordination for the commissioning of The Woodstock History Book, Volume III (2026–2029).
  - Review and support the digitisation of selected archive materials in preparation for the anniversary.
  - Work with volunteer alumni and the Library team to develop an Oral History Project (2026–2029), engaging multiple generations of alumni and staff.
  - Integrate heritage storytelling into anniversary events, fundraising initiatives, and global communications.
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## **5. Volunteer, Partner & Global Alumni Engagement**

- Coordinate alumni volunteers contributing to storytelling, event organisation, and fundraising activities.
- Work with partner organisations including Friends of Woodstock School, Canadian Friends of Woodstock School, WOSA UK, WOSA Asia, and other alumni communities.
- Support Worldwide Woodstock Day (2029) as the flagship global off-campus anniversary celebration.
- Assist with regional alumni gatherings and virtual events (2026–2029) to build momentum and engagement.

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## **6. Communications & Branding Integration**

Working with the Communications Department and the Advancement and Alumni Relations Department to:

- Support the creation and rollout of the 175th Anniversary brand identity and communication plan.
- Ensure consistent messaging and coordinated promotion of anniversary milestones, events, and fundraising initiatives.
- Assist in developing digital, print, and multimedia materials, including scholarship and planned giving stories.
- Support promotion of anniversary activities through newsletters, social media, and alumni communication channels.

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## **Other Responsibilities**

- Undertake related duties as reasonably required by the Director of Advancement and Alumni Relations.

As with all job descriptions, the post holder is expected to carry out related tasks which may be reasonably required by the Supervisors.

## **SKILLS AND QUALIFICATIONS REQUIRED:**

- Experience supporting senior leaders in the execution of strategic initiatives.
- Proven programme or project management experience coordinating multi-stakeholder projects.
- Experience coordinating large events or public-facing programmes, including logistics, planning, budgeting coordination, and stakeholder collaboration.
- Strong interpersonal and relationship-building skills, with the ability to work collaboratively across departments, cultures, and time zones.
- Excellent written and verbal communication skills, including drafting updates, reports, and donor-facing materials.
- Ability to manage competing priorities and sustain momentum across multiple long-running projects.
- Strong organisational skills, including experience with timelines, planning tools, and structured processes.
- A collaborative working style, comfortable guiding volunteers, students, and colleagues without formal authority.
- Alignment with Woodstock School's mission and values, particularly community, heritage, environmental stewardship, and global citizenship.



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**PREFERRED QUALITIES AND QUALIFICATIONS:**

- Experience in fundraising, donor relations, or advancement work, preferably in an educational or non-profit setting.
- Experience working with volunteers.
- Interest in storytelling-driven engagement.
- Experience developing content such as print materials, digital media, or event branding.
- Background in education, the arts, outdoor education, community organising, or heritage work.

**APPLICATION DEADLINE:** 21 January 2026

**HIRING PROCESS:**

Interested applicants should apply through <https://my.hirehive.io/woodstock-school>

Shortlisted candidates will be interviewed by the hiring committee via Zoom

**JOINING DATE:** As soon as possible