JOB DESCRIPTION

RADLEY

Job Title: Foundation Executive

Reports to: Head of Philanthropy

Location: Radley College, Abingdon, Oxon

Introduction to Radley

Radley College is an independent full-boarding school of 775 boys situated five miles south of Oxford. We are fortunate to enjoy a stunning rural setting inspired by the nearby city and university. The hallmark of Radley is its warmth, generosity and kindness; we work hard to create an environment where boys will be happy, grow in self-confidence, thrive academically, and make the most of the many opportunities we offer.

We want to ensure our values and the educational opportunity we provide is genuinely relevant in a world of technology and expanding diversity, cultures and attitudes. We want our pupils (Radleians) to be able to engage with the world around them, to be those who care for and about others and who can and will do so in any environment or place.

At the heart of the College's vision sits Radley's five-year strategic plan which the Development Office supports throughout our work. As part of our strategic plan, we have identified four pillars around which our efforts will be focused: People, Place, Partnership and Purpose. In simple terms, these pillars are defined as follows:

People – providing opportunities for talented and deserving boys, from diverse backgrounds.

Place – ensuring that the school provides world-class teaching within world-class facilities.

Partnership – recognising the value of effective collaboration and communication in all we do.

Purpose – creating a global awareness to contribute positively to a changing world.

The Radley Foundation

The Radley Foundation brings together philanthropic support from Old Radleians, parents, staff and friends of Radley to advance the College's strategic priorities. Its work supports educational opportunity through the Funded Places Programme, investment in the College's facilities and other projects that enrich the life of the school.

The Foundation works closely with the Radleian Society within the Development Office, combining fundraising and donor stewardship with the wider engagement of the Radley community.

Aim of the role

Reporting to the Head of Philanthropy, the Foundation Executive will coordinate the delivery of donor stewardship, Radley Foundation events and Foundation communications. The post-holder will help donors understand the impact of their support and provide a consistent, welcoming and professional experience of the Foundation.

The role combines strong organisational skills with excellent writing and relationship-building abilities. Working closely with the Director of Development, Head of Philanthropy, the Database & Prospects Manager and the Development and Gifts Officer, the post-holder will prepare donor updates, manage

events and support the practical delivery of fundraising campaigns and the production of the annual Impact Report and other Foundation communications.

The Head of Philanthropy, with the Director of Development, will set fundraising priorities, direct campaign messaging and lead donor relationships. The Foundation Executive will coordinate the practical delivery of agreed stewardship and engagement activity, complementing the Development and Gifts Officer's responsibilities for gifts, regular giving and Trusts & Foundations.

Key Responsibilities

Donor stewardship

- Coordinate an annual stewardship programme with the Head of Philanthropy, maintaining a schedule of donor reports, updates, invitations and other agreed contact.
- Prepare and coordinate individual and programme-level stewardship reports, working closely with the Development and Gifts Officer to ensure continuity of donor reporting and stewardship activity throughout the year.
- Maintain regular contact with project leads and relevant academic and pastoral colleagues to collect updates, stories and achievements for donor communications.
- Act as a day-to-day point of contact for stewardship enquiries, responding promptly and referring fundraising discussions to the relevant relationship manager.
- Coordinate personalised stewardship correspondence and recognition, working with the Development and Gifts Officer to ensure this complements routine gift acknowledgements.
- Record stewardship activity and agreed follow-up in Raiser's Edge / NXT, in collaboration with the Database & Prospects Manager.
- Handle information about donors, boys and families with discretion, ensuring that stories, images and updates are used with appropriate permissions and in accordance with College procedures.
- Meet with bursary recipients, conduct interviews as needed and collate material for stewardship purposes (including the Impact Report)

Radley Foundation events

- Coordinate with the Radleian Society Events Lead, the planning and delivery of Foundation donor, prospect and stewardship events, including dinners, receptions, visits, overseas trips and opportunities to see the impact of philanthropic support.
- Prepare event plans, schedules and costings for approval, and monitor expenditure against agreed event budgets.
- Manage logistical arrangements, including sourcing venues, catering, invitations, responses, guest requirements, seating plans and event materials, working closely with the Radleian Society Events Lead and Development Communications & Engagement Lead.
- Work with the Head of Philanthropy and Database & Prospects Manager on guest lists and prepare briefing packs using information supplied by the relevant relationship managers.
- Attend Foundation events, welcome guests and support their smooth running, including occasional evenings and weekends.
- Coordinate agreed post-event correspondence, record attendance and follow-up actions, and gather feedback to inform future events.
- Liaise with Radleian Society colleagues where events are shared, ensuring Foundation objectives and donor requirements are incorporated.

Foundation communications and campaign support

- Maintain and coordinate a Foundation stewardship calendar covering individual donor reporting, stewardship activities, campaigns, publications, digital updates and events, ensuring activity is aligned with the wider Development communications calendar.
- Draft and prepare Foundation communications, including donor updates, invitations, web, newsletter and social media content, under the direction of the Head of Philanthropy and with the Development Communications and Engagement Lead.
- Support the Head of Philanthropy and Communications & Engagement Lead in the production of the annual Impact Report, coordinating content gathering, drafting, permissions, proofreading and liaison with designers and printers. Work with the Development and Gifts Officer on fund reporting and other agreed contributions.
- Support the practical delivery of Foundation fundraising campaigns and the annual appeal, working to plans agreed with the Head of Philanthropy and in collaboration with the Development and Gifts Officer.
- Coordinate agreed campaign schedules, materials, mailings and digital communications, liaising with designers, printers and other suppliers and tracking deadlines and follow-up actions.
- Work with the Database & Prospects Manager and Development and Gifts Officer on mailing lists, distribution and response tracking, ensuring campaign enquiries and actions are passed promptly to the appropriate colleague.
- Gather and develop impact stories, case studies, photographs and video content that demonstrate what philanthropic support enables.
- Work closely with the Development Communications and Engagement Lead and the Communications Department to identify stories, gather information and develop Foundation content, contributing to the wider Development communications strategy and supporting delivery across relevant channels.
- Monitor engagement and compile relevant analytics to help inform future content and activity.
- Coordinate agreed distribution arrangements with the Database & Prospects Manager and Development and Gifts Officer and monitor communications responses to inform future activity.

Coordination and team support

- Maintain clear schedules and action records so that stewardship, events and communications are delivered on time, including activity that falls outside school term.
- Provide practical and administrative support to the Head of Philanthropy for agreed Foundation projects and donor engagement activity.
- Work collaboratively with the Development and Gifts Officer and Database & Prospects Manager, sharing relevant information and agreeing responsibilities for joint projects.
- Maintain accurate records and organised resources for Foundation communications and events.
- Provide operational support to the Director of Development.
- Undertake other duties reasonably required within the scope of the role.

Person specification

Essential

- Excellent written and verbal communication skills, with the ability to produce clear, accurate and engaging copy for different audiences.
- Strong organisational skills and experience of coordinating events, communications or comparable projects with competing deadlines.
- Confident interpersonal skills and the ability to build professional relationships with donors, colleagues and members of the wider Radley community.

- Exceptional attention to detail, including proofreading, record keeping and practical event arrangements.
- Sound judgement and discretion when handling confidential or sensitive information.
- Proficiency in Microsoft Office and confidence in learning database and digital communications systems.
- A collaborative, proactive and flexible approach, with the ability to work independently and follow projects through to completion.
- An interest in education and philanthropy, and an understanding of the importance of donor stewardship.
- Willingness to attend occasional evening and weekend events.

Desirable

- Experience in fundraising, donor stewardship, charity communications or education.
- Experience of producing publications, managing digital content or working with designers and other creative suppliers.
- Experience of Raiser's Edge / NXT or a comparable relationship management database.
- Educated to degree level or equivalent professional experience.

Other

- Such other duties which may reasonably be required.
- To attend necessary training as required by the College.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.