



Felsted

JOB DESCRIPTION

Development and Engagement Officer

Location: Felsted School, Felsted, Essex, CM6 3LL

Contract Type: Permanent

Contract Term: Full-Time

Salary: £30,000 - £34,000

Closing Date: Tuesday 5 May 2026

Positions Available: 1

Accountable to: Development and Engagement Manager

About Felsted School

Felsted School is a leading co-educational independent day and boarding school in Essex, educating pupils aged 3-18. Founded in 1564, the school combines a strong sense of heritage with a forward-looking, global outlook. Felsted is known for its broad and balanced education, where academic rigour is matched by a rich co-curricular programme spanning sport, music, drama, service, and adventurous activities. In 2023, Felsted was named 'Boarding School of the Year' at the TES Schools Awards. With pupils and staff from around the world, Felsted fosters a diverse and inclusive community built on these Seven Foundations: Academic Aspiration, Community, Wellbeing, Sport, Enrichment, Global Education, and the Championing of Neuroinclusivity.

About the Development & Alumni Relations Department

The Development & Alumni Relations Department is responsible for nurturing strong links with our Felsted community which includes alumni (Old Felstedians), current and former parents, current and former staff, and other well-wishers. It delivers an integrated and varied programme of communications, events, fundraising activities, and stewardship. In 2024, Felsted won 'The Development Award for an Outstanding Fundraising Achievement' (Independent School Parent) for the team's work in building a 'culture of philanthropy' for the school's first ever Giving Day campaign.

This role presents a compelling opportunity to play a meaningful role in shaping the future of engagement and philanthropy at one of the county's leading independent schools.

About the Role

The Development and Engagement Officer will support the school's engagement and fundraising programme, contributing to Felsted's strategic aim of building strong relationships and promoting a culture of philanthropy. The postholder will report to, and work closely with, the Development and Engagement Manager, adopting a collaborative and agile approach to projects and campaigns. The role carries ownership of key engagement channels.

This role would suit someone with experience in fundraising, marketing, public relations or sales, who enjoys working in a high-standards environment, building meaningful relationships with a wide range of stakeholders.

We are particularly keen to hear from candidates who combine strong interpersonal skills with excellent communication and creativity.

Role Responsibilities

Development

- Support the delivery and implementation of Felsted School's development programme, including, for example, the promotion of legacies and regular giving activities, the Leavers' deposit campaign, the donor stewardship programme, and the Disbursement Panel, in line with fundraising objectives and priorities set by School Leadership
- Assist the Development and Engagement Manager with the development of impact reporting

Engagement

- Support the implementation of the School's engagement programme, including alumni-focused events and communications
- Conduct post-event evaluations and ROI analysis
- Work collaboratively to produce engaging print and digital content through written copy and design
- Manage the alumni social media accounts
- Lead on the delivery of the monthly e-newsletter
- Lead on the content management and delivery of the annual alumni magazine
- Lead the annual leavers' alumni onboarding campaign, capturing and processing data and feedback to support continued engagement after students leave the School
- Act as the 'secretariat' for The Old Felstedian Society Committee, working to deliver their events programme, as part of the wider engagement programme
- Act as a point of contact for alumni sports clubs and groups with the delivery of communications to subscriber lists, and event management
- Host alumni and members of the Felsted community for ad hoc campus tours, liaising with Felsted School archivists to curate historical materials for guest reference and gifting
- Support other departments, such as Felsted Futures (Careers), by researching and liaising with alumni to support career fairs, networking events, and related initiatives
- Ensure all created content aligns with the School's brand values and vision

Operational

- Manage in a timely manner the alumni email inbox
- Support the management of the Development Office's CRM, Raiser's Edge NXT, ensuring accurate, compliant, and up-to-date record-keeping of constituent profiles, contact information, preferences, and gifts/donations
- Assist with the creation of data sets, including queries and reports, to support e-communications and metric tracking
- Support with tasks pertaining to database cleanliness, maintenance, and planned migrations
- Support in the delivery of Data Capture Survey campaigns

Other

- Represent Felsted School at internal and external events
- Keep up-to-date with current best practices and legislation around GDPR, fundraising, and advancement in schools
- Promote the work of the Development Office
- Occasional evening and weekend working
- Any other ad-hoc duties as reasonably requested

Skills, Knowledge, and Experience

Essential

- Degree or equivalent qualification
- Experience in an office environment within a customer facing or relationship management role
- Excellent verbal and written communication skills
- Well-developed interpersonal skills, with the ability to build strong relationships
- Creative, collaborative mindset, taking pride in producing high-quality work
- Meticulous attention to detail and proofreading skills
- Conscientious, self-motivated, and target driven
- High level IT skills
- Discretion and a respect for confidentiality
- Excellent project management skills with the ability to prioritise effectively and work under pressure to tight deadlines when required
- A strong personal belief in the importance of education
- A commitment to Felsted's [values](#)

Advantageous

- Prior experience in fundraising, sales, marketing, communications, and/or events management
- Prior experience of CRM databases
- Prior experience with Canva, InDesign or other design software
- Knowledge and understanding of responsibilities and requirements regarding the Data Protection Act, GDPR, PCI compliance, the Fundraising Preference Service and other relevant legislation
- Degree in English, Journalism, Marketing, or a Business-related subject
- Prior experience of working for a school or educational charity
- Knowledge of, and experience with, Google suite
- Knowledge of, and experience with, Raiser's Edge NXT (CRM software)

Reward and Recognition

- Annual leave allowance of 25 days each year plus public holidays
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop
- Employee assistance programme

Terms of Employment

- All-year round (52 weeks per year)
- 37.5 hours per week
- Monday to Friday from 08:30am to 5:00pm
- Salary of £30,000 to £34,000 (dependent on experience)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____