

Foundation Executive

Abingdon, Oxfordshire

KEY INFORMATION

The Development Office brings together the Radley Foundation and the Radleian Society, overseeing the College's fundraising, donor stewardship, alumni relations and wider community engagement. Working with Old Radleians, parents, staff and friends of Radley, the department strengthens the College's relationships with its community and helps advance its strategic priorities.

Our Strategy

Radley's five-year strategic plan identifies four key priorities that guide the work of the Development Office:

- People: Providing opportunities for talented and deserving boys from diverse backgrounds.
- Place: Ensuring world-class teaching within world-class facilities.
- Partnership: Recognising the value of effective collaboration and communication.
- Purpose: Developing the 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.

Through fundraising, donor stewardship and engagement, the Foundation maintains relationships with those who support Radley and ensures that the impact of their generosity is recognised and communicated.

The Radleian Society

The Radleian Society maintains lifelong connections with the Radley community through events, communications, professional networking and opportunities for engagement. Working alongside the Foundation, it helps sustain the relationships that connect generations of Radleians to the College.

Key Responsibilities

Reporting to the Head of Philanthropy, the Foundation Executive will coordinate the delivery of the Radley Foundation's donor stewardship, events and communications programmes. Working closely with colleagues across the Development Office and the wider College, the post-holder will manage a range of activities designed to strengthen donor relationships, communicate the impact of philanthropic support and contribute to the Foundation's fundraising priorities.

Donor Stewardship

- Coordinate the annual stewardship programme with the Head of Philanthropy, maintaining a schedule of donor reports, updates, invitations and personalised correspondence.
- Prepare 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.
- Liaise with project leads and academic and pastoral colleagues to gather information, achievements and updates for donor communications.
- Meet bursary recipients and conduct interviews to develop material for stewardship reports and publications, including the annual Impact Report.
- Coordinate donor recognition and personalised correspondence, ensuring continuity with existing stewardship arrangements and gift acknowledgements.
- Maintain accurate stewardship records and agreed follow-up activity in Raiser's Edge NXT.
- Act as a point of contact for stewardship enquiries, referring fundraising discussions to the appropriate relationship manager.

Radley Foundation Events

- Coordinate the planning and delivery of Foundation donor, prospect and stewardship events, including dinners, receptions, campus visits and overseas activities, working closely with the Radleian Society Events Lead.
- Prepare event plans, schedules and budgets, and oversee logistical arrangements with internal colleagues and external suppliers. Work with the Head of Philanthropy and relevant colleagues to prepare guest lists, invitations, briefing materials and event correspondence.
- Attend Foundation events, welcome guests and oversee arrangements to ensure their smooth delivery.
- Coordinate post-event correspondence, record attendance and follow-up actions, and gather feedback to inform future events.

Key Responsibilities

Foundation Communications and Campaigns

- Develop and coordinate Foundation communications, including donor updates, invitations, newsletters, website and social media content, working closely with the Development Communications and Engagement Lead and the College Communications Department.
- Identify and develop impact stories, case studies, photographs and video content that demonstrate the outcomes of philanthropic support.
- Contribute to the production of the annual Impact Report, coordinating content gathering, interviews, drafting, permissions, proofreading and liaison with designers and printers.
- Coordinate the practical delivery of the annual appeal and other fundraising campaigns, working to plans agreed with the Head of Philanthropy.
- Manage agreed campaign schedules, materials, mailings and digital communications, liaising with external suppliers and relevant colleagues across the Development Office.
- Maintain the Foundation's stewardship and communications calendar, ensuring activities are aligned with the wider Development communications programme.
- Monitor engagement and communications responses, compiling relevant information to inform future activity

Skills and Experience

Essential

- Excellent written and verbal communication skills, with the ability to produce clear, engaging copy for different audiences.
- 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 the wider Radley community.
- Exceptional attention to detail in proofreading, record keeping and 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 see projects through.
- An interest in education and philanthropy, and an appreciation of the importance of donor stewardship matters.
- Willingness to attend occasional evening and weekend events.

Desirable

- Experience in fundraising, donor stewardship, charity communications or education.
- Experience of producing publications, developing 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.



STAFF BENEFITS

- Generous contributory group personal pension scheme, with the option of using salary exchange.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year).
- Reduced membership fee for nine-hole golf course.
- Employee Assistance Programme.
- College sickness scheme.
- Free school meals during term time.
- Free parking on site.



> This is an unbelievable place, steeped in tradition yet evolving by the minute.
>
> TALK EDUCATION



APPLICATION PROCESS

Applications should be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and, if successful, we may withdraw the advert prior to the closing date.

We are an equal opportunities employer and welcome applications from all backgrounds. Please let us know if you require adjustments during the process.

Should you wish to have an informal chat about the role before submitting an application, please contact the HR Department to arrange this HR@radley.org.uk or 01235 548518.

SAFEGUARDING

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.



RADLEY COLLEGE

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes us special.

Founded in 1847, Radley is proud of its tradition but is celebrated for academic excellence, innovation, and dynamism. We are fortunate to do all of this on a beautiful 800-acre campus with genuinely world-class facilities a few miles from the thriving city of Oxford.

We aim to nurture intellectual entrepreneurs; boys who can use their strong academic understanding to solve real-world problems. Exam results matter and our excellent A-Level and GCSE results evidence this. But we know that life doesn't have a syllabus, so we work hard to equip boys with the characteristics, life skills and values that will help them thrive in the workplace and in life.

Beyond the classroom, opportunities are limitless. Our boys excel on the sports field, in the concert hall, on stage and as part of our partnerships programme. Community is the central pillar of our ethos. All our boys meet in Chapel five days a week and we eat centrally, which helps to foster a sense of connection across the College.



RADLEY