

**Job Title** Philanthropy & Engagement Associate

**Reports to** Director of Development

### Summary & Job Purpose

This is an exciting opportunity for an early career development professional to devise and manage an ambitious fundraising and engagement strategy for regular and annual donors thus helping to create a sustainable culture of philanthropy at Eton. Reporting to the Director of Development, the Philanthropy & Engagement Associate will be responsible for the execution and management a comprehensive regular and annual giving programme, including the coordination and oversight of supporting initiatives in the areas of donor relations, development services and stewardship. As a crucial and integral part of the College's development team, the Philanthropy & Engagement Associate will be an innovative and skilled development professional with demonstrable experience of best practice in regular and annual giving techniques.

### Key Tasks and Responsibilities

- Work with the Director of Development and Executive Director of Communications, Engagement and Development to create and implement a highly ambitious and sustainable regular and annual giving strategy in support of the College's short, medium, and long-term vision.
- Be responsible for the day-to-day management of regular and annual giving activities.
- Prepare and manage detailed plans for the execution of appeals including digital, direct mail and/or personal solicitations.
- Work collaboratively with team members to ensure rigorous gift management administrations systems and accurate maintenance of prospect data.
- Manage follow-up action when pledges and gifts are received including ensuring that supporters are appropriately recognised and stewarded.
- Conduct data analysis to understand donor behaviour and prevailing themes and trends and develop data driven annual giving strategies.
- Support fundraising strategy through the implementation of strong support systems, and day-to-day administrative practices.
- Ensure all fundraising activities undertaken in support of the College are performed to the highest standards and in accordance with best practice as established by professional bodies such as CASE, IDPE and the Institute for Fundraising.
- Ensure that all activities comply fully with the relevant Data Protection and any other legislation in the UK and overseas.
- Work with external stakeholders, volunteers, and other supporters to maximise their relationships and networks.
- Produce timely, relevant, and accurate reports on progress and projections on all development activities.
- Maintain knowledge of best practice in fundraising and related matters, refreshing skills as necessary
- Carry out other duties as may reasonably be requested by the Director of Development and Executive Director of Communications, Engagement and Development.

Last Updated: November 2024

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Support the delivery of the College's charitable vision, by attending events and presentations and acting as a strong ambassador for Eton.
- Commitment to and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality

### Stakeholders

Key internal stakeholders include, but are not limited to:

- Development Team
- Events & Engagement Team
- The Provost
- The Vice Provost
- Members of the Leadership Team
- Fundraising committees and working parties
- The Old Etonian Association (OEA)
- Heads of Department

### Skills and Competencies Required

To be successful in this role, you will need to be able to demonstrate the following;

- Demonstrable fundraising experience in a philanthropic role
- Demonstrated track record of developing and executing successful fundraising strategies.
- Proven experience in database entry, analysis, reporting, and some project management.
- Proven experience and proficiency in donor database formats; knowledge of ThankQ/Access Charity CRM a plus.
- Proven experience with donor engagement and volunteer management.
- Ability to assess donor data and segment appropriately.
- Ability to interact with donors.
- Ability to initiate projects, be flexible, and work independently.
- Ability to prioritize appropriately when facing multiple responsibilities and tasks.
- Ability to communicate effectively, both written and oral.
- Excellent organisational skills and meticulous attention to details.
- Excellent IT knowledge and skills.
- A collaborative spirit and strong team ethic.
- High levels of commercial awareness, tact, and discretion.
- Practical knowledge of the Data Protection Act.
- Energy, resourcefulness, and tenacity to lead and embed significant change.
- Passion for the transformational impact of education and empathy with the College's aims and vision.
- An appreciation of tradition and history as well as innovation.

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**Working Pattern**

- Your working hours will be 9.00am to 5.00pm, Monday to Friday.
- You will be working 52 weeks per year.
- Occasional evening and weekend hours required.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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