



DEVELOPMENT EXECUTIVE

FULL TIME | PERMANENT



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Eton offers an outstanding working environment, a generous benefits package and the opportunity to further hone your professional skills and expertise.

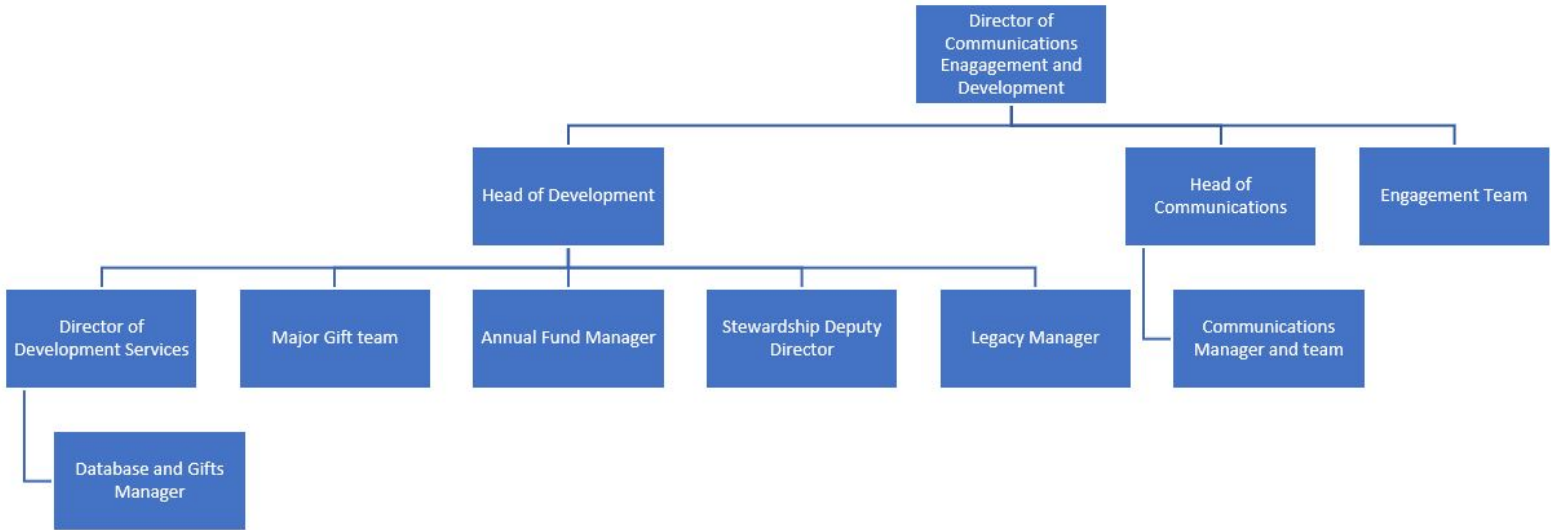
DEVELOPMENT EXECUTIVE

Be part of an exciting new chapter at Eton College and help shape the future of one of Britain's most famous institutions.

The Development Team at Eton is at a critical moment in its programme. This December we launched Esto Perpetua, the College's long-term fundraising plan and have embarked on a busy period of active fundraising aiming to significantly increase giving to the College. This will focus on three areas; annual giving, legacies and major gift. After a period of growth over the past three years we have an experienced team ably led by the Head of Development. Critically, Development sits as part of a wider External Relations team also focusing on communications and engagement, both with alumni, parents and the wider world.

You would be joining a thriving and well-resourced team. There are currently 11 members of staff working within the Development Team, and you can see the structure of the team below.

We are interested in hearing from both experienced, specialist fundraisers who will bring sector-leading fundraising methodology as well as those who can demonstrate their talent and ambition but who may be newer to the development world. You may already be a highly experienced practitioner or still be augmenting your fundraising skills. Either way, your talents and passion for fundraising will be supported and nurtured. Reporting to the Head of Development, you will have the potential to become a leader in your field and will continue to optimise the College's ability to raise major gifts, develop a dynamic annual giving programme and further enhance lower levels of fundraising. Your own record of fundraising and professional success will be a testament to your talent, and you will be excited to join an institution with a high-achieving and reflective academic culture.



ETON LOOKING OUTWARDS

Eton's willingness to innovate and evolve is a tradition which has seen the school thrive for almost six centuries.

'Development' is not a new concept at Eton, and the College has a long track record in fundraising dating back to the beginning of the twentieth century when we raised the funds to build the School Hall. The first modern Director of Development was appointed in 2005, and the office has expanded since then. In that year, through the leadership of the then Provost, Eric Anderson, the College began its Campaign for a New Foundation, which raised its projected target of £50 million in seven years and established the role of the Development Office at the heart of the institution. Since then, the College has developed a major gifts programme; it created the 1440 Society for regular giving, which has a current membership of 600, and the Henry VI Society as a legacy programme, which has a current membership of 392, and a promised legacy value of £11.5 million.

In December 2023 we announced the launch of Esto Perpetua a multi-year programme aiming to raise over £230 million to Eton's endowment. It is a carefully conceived plan, supported by a sophisticated framework, which will allow us to appeal to the widest possible range of donors. At the heart of it is our stated ambition to develop as an educational foundation. This takes inspiration and energy from a brilliant school at its heart but which has broader aims within

education in England. To this end we are committed to working with our partner Star Academies to open three new state maintained sixth-forms in Teesside, the West Midlands and North Manchester. These aim to enable academically able young people to compete for the places at the best UK and global universities. At the same time we will continue to support our programmes at home both those around bursaries and support for specific projects within Eton itself. All this means that you as a fundraiser will be working within the framework of a well-crafted plan backed by excellent communications and a separate engagement programme ensuring that you have all the necessary tools to be successful. You will also be working with senior leadership with the College that is committed to the programme and with deep experience in fundraising for major national institutions.

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We believe that Eton's traditional excellence should not only be maintained and developed but should be shared more widely. We have received wonderfully generous support for all of our priorities – reinforcing excellence at Eton: providing more bursaries for boys who should come to Eton but cannot afford it: and building partnerships with the maintained sector. We will need to build further on past generosity to achieve our ambitions.

LORD WALDEGRAVE OF NORTH HILL (AJM, RDM 65) PROVOST



A MESSAGE FROM THE DIRECTOR

Dear Candidate

Thank you very much for considering an application to join the Development Team at Eton College.

Although Eton has a long and proud history dating back to the fifteenth century, it is a very modern educational charity. At the heart of this endeavour is, of course, the school that sits on the bank of the Thames, overlooked by Windsor Castle. But Eton is more than the school and provides educational opportunities far more widely. In August 2023 the government granted funding for three Eton Star Schools in Middlesbrough, Oldham and Dudley, aiming to transform the educational landscape in those areas and provide extraordinary opportunities for highly academic pupils to realise the best of their abilities. We are very fortunate to be supported by an excellent group of donors who have allowed us to raise over £80 million since the creation of the office in 2005. Much of the essential groundwork is in place. We have a warm and effective relationship with the Old Etonian Association, our alumni body; we have invested in our database over the past few years, and we have transformed our communications in the past four years with the appointment of a Head of Communications. Moreover, we have only just started to explore the potential of future donors to the College and are starting to develop a sophisticated, data-driven, approach in line with the most successful Development Offices in the UK.

I am looking for an experienced and talented individual to join us in this endeavour. As you will see from the person specifications, there are clear accounts of the strengths we would hope the successful applicant would bring to the office. However, I would highlight that this will suit an ambitious and innovative individual who is self-motivated, entrepreneurial and enthusiastic about the potential of the College. We have an extraordinary network of supporters among our alumni and parent body, and they expect everything we do, in every sphere, to be well conceived, rational and carefully managed as well as having a touch of stardust. You will be able to deliver in these areas, inspiring people with the extraordinary potential Eton has to make a difference in the lives of young people both at school and beyond, as well as ensuring that you are the master of detail to ensure the effective delivery of our programme.

Having worked here for twenty-five years, I can speak for the excellence of Eton as a workplace. You will be joining motivated colleagues throughout the College who are deeply committed to their roles. Life here is busy, challenging and never dull.

Yours sincerely,

Justin Nolan
Director of Communications,
Engagement and Development

ETON TODAY

The Eton College of the 21st century is focused on the future while valuing its heritage.

Today's school is a progressive and increasingly diverse community. Inclusivity, individual student development and innovation in teaching and learning are some of our guiding principles.

ACCESS

Eton has made places available, free of charge, since its foundation in 1440 and we remain committed to making an Eton education accessible to talented students from all backgrounds. We offer over £8,000,000 annually in means-tested fee remission as part of our financial aid projects, with 107 students currently attending Eton on free places.

PARTNERSHIPS

We also have one of the largest and most effective partnership programmes of any independent school in the country, with annual interactions with over 100 state-funded primary and secondary schools. These include the two free schools that Eton was involved in establishing, Holyport College, and the London Academy of Excellence, both of which offer an Ofsted 'outstanding' education to their pupils. Eton's staff and pupils benefit greatly from these relationships.

Our partnership programme encompasses a wide range of activities, including teaching provision, sharing sports facilities with local schools and community groups, student mentoring in numeracy and literacy, a Summer School programme, an annual

Community Fair fundraising for charities, and voluntary service in the local community. We encourage all our people – students and staff – throughout their time at Eton to engage actively with service to their local communities.

We work with numerous state schools on activities of mutual benefit as part of the 'Eton Connect' programme, with a particular focus on our enriching partnerships with Holyport College, the London Academy of Excellence, and the Thames Valley Learning Partnership. This has developed substantially in the last six months with agreement with the Department for Education to open three state-maintained sixth form colleges in Partnership with Star Academies. We have a growing catalogue of online EtonX self-study courses which cover a wide variety of areas including leadership skills, university preparation, career education, and the academic curriculum. These courses are used internally as well as made available for free to pupils and teachers at partner schools and the broader UK state sector.

INNOVATION

We are a forward-thinking school, always seeking to work at the forefront of developments in teaching and learning. The Tony Little Centre for Innovation and Research in Learning (CIRL) is a dedicated centre that allows the school to work alongside partners to explore the latest pedagogical research findings and new technologies and to conduct research projects.





ABOUT THE ROLE

We value individuality, difference, teamwork and the contribution everyone makes to the life of the school.

JOB DESCRIPTION

This is unique opportunity to develop mid-range giving in this rapidly developing and ambitious Development Team. Reporting to the Head of Development, the Development Executive will focus on securing mid-range gifts (£25,000+). Whilst working collaboratively as part of the team, the Development Executive will manage their own portfolio of around 130 to 150 donors. They will have some recent relevant fundraising experience and be looking to further develop their development career in one of the UK's most ambitious fundraising environments.

Key Duties and Responsibilities

- Work with the Director of Communications, Engagement and Development and Head of Development to create and implement a highly ambitious and sustainable leadership gifts strategy in support of the College's short-, medium-, and long-term vision;
- Build a pipeline of engaged potential future major donors, utilising a variety of methods including face-to-face and virtual meetings;
- Take responsibility for a portfolio of around 100–130 leadership gift prospects (£25,000+);
- Develop effective data-driven strategies to engage and solicit gifts and so expand and retain donor support;
- 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 thanked for their support;
- Support the fundraising strategy through the implementation of strong support systems and day-to-day practices for potential donor identification, research, stewardship and cultivation, gift management and accounting, whilst maintaining the highest levels of fundraising practice;
- Conduct data analysis to understand donor behaviour and prevailing themes and trends;
- Develop relationships with corporations and secure sponsorship in a local region, in support of the Star Academies programme;
- 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 the Institute of Fundraising;
- Support the fundraising activities of senior leaders, staff and volunteers including the Vice Provost and Fellows;
- Work with external stakeholders, volunteers, and other supporters to maximise their relationships and networks;
- Produce timely, relevant, and accurate reports on progress and projections;

This list is not exhaustive and is subject to change. The successful candidate will be expected to fulfil any reasonable request made by the Head Master or the Director of Communications, Engagement and Development.



- 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 Head of Development;
- 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 2023 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:

- The Development Team;
- The Provost, Vice Provost and the Fellows;
- Members of the Leadership Team;
- Fundraising committees and working parties;
- The Old Etonian Association (OEA);
- Heads of Department;
- Leaving Year Representatives



We are committed to creating and sustaining an environment that values and celebrates the diversity of both staff and pupils. We believe in equal opportunity for everyone, irrespective of age, disability, sex, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background.

We are looking for suitably-qualified candidates from all backgrounds.

ABOUT YOU

The successful candidate will play an important role in helping to build an ambitious and sustainable programme of fundraising at Eton.

Skills and Attributes

The following are viewed as essential qualities for the post:

- Some relevant fundraising experience;
- Proven track record of developing stakeholder and donor relationships;
- Excellent written and verbal communication skills;
- High levels of commercial awareness, tact, and discretion;
- Experience with CRM systems (ThankQ preferred);
- 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;

The following are viewed as desirable qualities for the post:

- Experience gained within a high-performing fundraising environment;
- Experience of using research techniques to identify good prospects.

Personal Qualities

To be successful in the role, the incumbent should also be:

- An individual with exacting standards and high attention to detail;
- A strong team player;
- A self-starter with initiative, confidence, drive and flexibility.

Working pattern:

- Your working hours will be 35 hours per week, 9am to 5pm, Monday to Friday with one hour unpaid for lunch, working year round.
- The role will involve a mixture of office based work, going to visit clients and some remote working, to be agreed with the Head of Development.

We believe that all our staff deserve the fullest support in achieving their own potential

An excellent remuneration package is offered for the post. The salary is £50,000 - £55,000 per annum, depending on skills and experience.

The College offers a number of attractive benefits including an 11% employer contribution to your pension (with 4.9% employee contribution).

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 checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service and an online search. The appointment will be subject to satisfactory references, proof of identity and qualifications and a satisfactory medical report.

All members of our community are encouraged to participate fully in the life of the school and to enjoy the beautiful grounds and facilities. Windsor is just across the river, with a tangle of pretty lanes, chic shopping streets, green spaces, ancient castles and picturesque tea shops. There is plenty to see and do. Windsor also hosts the oldest and largest inhabited castle in the world as well as one of Britain's oldest and most prestigious repertory theatres. 20 miles of beautiful and historic waterway meanders through the Royal Borough of Windsor and Maidenhead, leaving historic villages and iconic attractions waiting to be discovered, such as the Stanley Spencer Gallery in Cookham, Windsor Guildhall, Maidenhead Heritage Centre and LEGOLAND Windsor. London is also easily accessible by rail or motorway.

For more information about Eton College please visit www.etoncollege.com

Other benefits of service include:

- Employee Assistance Programme
- Bike-to-work scheme
- Season Ticket Loan
- Eyecare plan
- Free use of sports and leisure facilities, including: 25m indoor swimming pool, gym, golf course, tennis courts, squash courts and Dorney Rowing Lake
- Access to an employee rewards and benefits platform
- Discount at local shops and amenities



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YOUR APPLICATION

Eton College is committed to creating and sustaining an environment which values and celebrates the diversity of its staff and pupils.

We are looking for a talented individual who is passionate about fundraising and has demonstrable experience of generating major gift income. If you are excited to join an institution with a high-achieving and reflective academic culture, we'd love to hear from you.

To discuss the role, please contact the Recruitment Team at recruitment@etoncollege.org.uk or on 01753 370583.

Further information about the College can be viewed at etoncollege.com and etoncollege.com/about-us/our-strategy

Please apply online at jobsearch.etoncollege.com

If you have any queries about the application process or any problem with submitting your application online, the Recruitment Team will be happy to help. Should you require any reasonable adjustments to be made or facilities provided to enable you to apply online, please do not hesitate to contact us on recruitment@etoncollege.org.uk so we can make adjustments accordingly.

Closing date for applications: Thursday 18th January 2024

First stage interviews: Weeks commencing 22nd and 29th January 2024

Interviews: Week commencing 5th February 2024

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.