



STEWARDSHIP AND DEVELOPMENT OFFICER

FULL TIME | PERMANENT



ETON
COLLEGE

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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.

STEWARDSHIP AND DEVELOPMENT OFFICER

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 gifts. 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.

The Stewardship and Development Officer is responsible for the development, implementation and management of Eton's stewardship programme. This position requires a high level of organisation, professionalism, and discretion. As an integral part of the College's Development Team, this role will require a mix of tasks including robust administration and planning, emotive and engaging writing, and excellent event planning and management to cement lasting relationships between the College and its benefactors and promote positive attitudes toward giving among all donor groups.

We are interested in hearing from applicants with events management experience, who have worked in a similar role or similar environment. A proven ability to successfully manage key projects with competing priorities is key to the role, as is the ability to build and sustain positive working relationships with stakeholders, both internal and external to cement lasting relationships between the College and its benefactors and promote positive attitudes.

This position reports to the Head of Development and you will be joining a thriving and well-resourced team. There are currently 11 members of staff working within the Development Team where along with your own professional success as a testament to your talent, you will be joining 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 Stewardship and Development Officer 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



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THE BENEFITS

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 will be up to £45,726.45 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).

All members of our community are encouraged to participate fully in the life of the school and to enjoy the beautiful grounds and facilities. The school is part of the picturesque village of Eton with plenty of restaurants, pubs and coffee shops and is just over the bridge from the beautiful town of Windsor.

Eton is a short walk from Windsor Riverside Station, with regular trains to Waterloo. Eton is only a short drive from Slough station with 17 minute train services to Paddington, along with the Elizabeth Line offering a direct line into central London. Heathrow and the M4 and M25

Proximity to Heathrow and the M4 and M25 mean that the College is incredibly well connected and easy to get to.

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
- Free use of sports and leisure facilities, including: 25m indoor swimming pool, gym, golf course, tennis courts, squash courts and Dorney Rowing Lake
- Discount at local shops and amenities

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.

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ABOUT THE ROLE

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

JOB DESCRIPTION

The Stewardship and Development Officer is responsible for the development, implementation and management of Eton's stewardship programme. This position requires a high level of organisation, professionalism, and discretion. As an integral part of the College's Development Team, this role will require a mix of tasks including robust administration and planning, emotive and engaging writing, and excellent event planning and management to cement lasting relationships between the College and its benefactors and promote positive attitudes toward giving among all donor groups.

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;
- Lead all major gift donor reporting efforts including, but not limited to:
 - Oversee and manage the stewardship of named funds;
 - Oversee and manage donor reports, where requested, for endowed and specified current funds including bursaries, prizes, research funds, etc.
- Work closely with the Development team's database manager to put data strategies and systems in place to ensure timely stewardship of all donors pertinent to their level of giving;
- Manage relationships with various College offices to ensure that criteria established by each donor and agreed upon by the College are met;
- As needed, plan, execute and manage meetings and events, independently and in conjunction with the Events and Engagement Officer, that advance donor involvement, cultivation and stewardship, attending as needed;
- Manage the compilation and approval process for donor honour rolls including,
- Work closely with fundraising colleagues to provide appropriate donor recognition through publications, other potential donor publicity, or bespoke or planned events;
- Identify best practices at other organisations for stewardship planning and operation;
- 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 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.

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.

This covers the most significant responsibilities of the position. It does not, however, exclude other appropriate duties that may be required.

Internal and External Stakeholders

The Stewardship and Development Officer will have the ability to work independently, showing sound judgement and cultural awareness, as well as collaboratively with a range of internal and external stakeholders. Key stakeholders include, but are not limited to:

- The Development Team;
- The Communications, Engagement and Development Teams
- The Provost's Office
- The Head Master's Office
- Admissions
- Bursary
- Catering
- Partnerships
- Donors and prospective donors
- The Old Etonian Association (OEA)



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.

CANDIDATES

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

ABOUT YOU

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

- Prior experience working in a similar role or similar environment;
- Experience in events management;
- A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word, Excel, Teams, PowerPoint and fundraising databases;
- The proven ability to successfully manage key projects with competing priorities whilst ensuring that nothing 'slips through the cracks';
- Proven ability to build and sustain positive working relationships with stakeholders, both internal and external;
- Demonstratable financial and numeracy skills, and the ability to prepare reports using large data sets;
- Exacting standards and high attention to detail;
- Previous experience of working in an academic and/or charitable environment would be desirable.

In addition to your experience, you may enjoy this role if you possess:

- Excellent communications skills (both written and verbal) with the ability to communicate both face to face and through written material, flexing your style depending on the needs of the audience;
- A naturally positive, confident and proactive approach with high levels of personal resilience;
- Flexibility, resourcefulness and a 'can-do' attitude, and the desire to work within a fast-paced role with quickly changing priorities;
- A high degree of personal integrity and the demonstrable ability to deal with confidential information with discretion and professionalism;
- The ability to work well within a team, but who is also able to work independently;
- A keen interest in fundraising and education.

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.



APPLICATION PROCESS

To discuss the role, please contact the HR recruitment team at recruitment@etoncollege.org.uk

Please apply online at jobsearch.etoncollege.com

Please ensure that you fill out your application form for the post in its entirety.

Closing date for applications: Thursday 28th March 2024

Due to the needs of the school and the department, we may interview suitable candidates before the closing date. This job may also close early if a large number of applications are received. You are advised to submit your application as early as possible to avoid missing your chance to apply.

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

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

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.