



RADLEY

# Development Officer

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[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)

# Introduction to Radley

Radley College is an independent full-boarding school of 765 boys situated five miles south of Oxford. We are fortunate to enjoy a stunning rural setting inspired by the nearby city and university. The hallmark of Radley is its warmth, generosity and kindness; we work hard to create an environment where boys will be happy, grow in self-confidence, thrive academically, and make the most of the many opportunities we offer.

We want to ensure our values and the educational opportunity we provide is genuinely relevant in a world of technology and expanding diversity, cultures and attitudes. We want our pupils (Radleians) to be able to engage with the world around them, to be those who care for and about others and who can and will do so in any environment or place.

At the heart of the College's vision sits Radley's five-year strategic plan which the Development Office supports throughout our work. As part of our strategic plan, we have identified four pillars around which our efforts will be focused: People, Place, Partnership and Purpose. In simple terms, these pillars are defined as follows:

- People – providing opportunities for talented and deserving boys, from diverse backgrounds.
- Place – ensuring that the school provides world-class teaching within world-class facilities.
- Partnership – recognising the value of effective collaboration and communication in all we do.
- Purpose – creating a global awareness to contribute positively to a changing world.



## **THE DEVELOPMENT OFFICE**

The Development Office's role is to engage with the 10,000 strong Radley Community including Old Radleians (alumni), parents and staff to create a strong sense of community, pride and loyalty, encouraging them to contribute to the school's success in a variety of ways. You will be joining an experienced and dynamic team charged with running an extensive community engagement programme, including fundraising, social and business events, electronic and printed materials, and digital networking. The team is made up of two closely related areas:

### **The Radley Foundation – fundraising and donor stewardship**

The Foundation's aim is to help finance the strategic goals of the College, particularly in respect of the Founders' intent to assist pupils in need of financial support as well as the provision of world-class educational facilities, through our fundraising activities. We harness engagement and receive financial support from across the global Radley community, in pursuit of our vision for Radley. Since its creation in 2000, and through the extraordinary partnership of its donors, the Foundation has played a vital role in supporting the College, fundraising for both key capital projects (including the Science Centre, Rowing Tank, Strength and Conditioning Centre and Music School) and creating life-changing educational opportunities through the Funded Places Programme (families who need financial help with school fees).

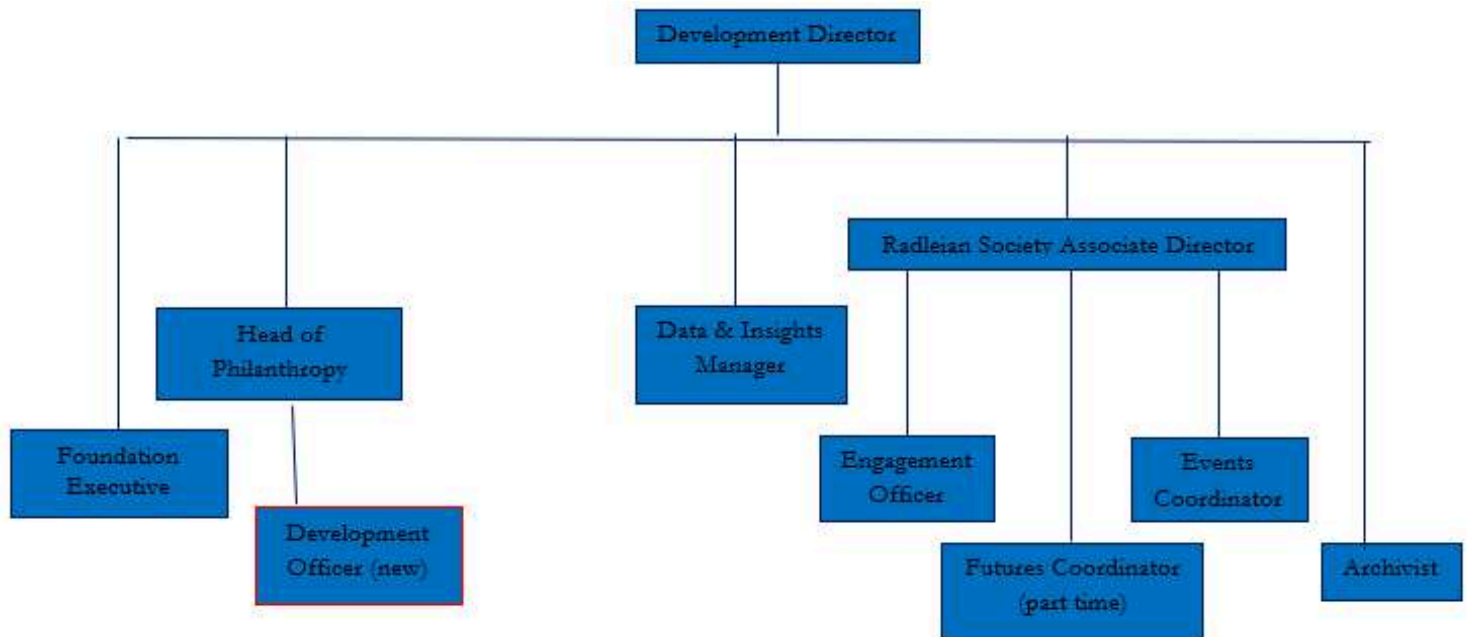
In 2023/24, 120 boys received financial help through our funded and partially funded places programme, enabling them to come to and to remain at Radley. Of those 120 boys, 33 boys received a free place (100% of fees) and of those, 13 are from very poor backgrounds who would be in receipt of 'free school meals' in the state school sector. They receive 114% of the fees to cover fees, extras and school trips. Yet our ambition goes far beyond this, we would like one in 10 boys to attend Radley on a free place, and we are nearly halfway there.

### **The Radleian Society – alumni and broader community engagement**

We recognise that building a strong network is of huge importance in our fast-changing and global world. The Radleian Society's role is to harness and connect the 10,000 strong community of Old Radleians, parents and staff so they can better support each other throughout their lives. We bring people together through our extensive events programme and also share regular news and updates through our social media and printed materials. Also, increasingly central to what we do is our focus on using the Radley Business network to help Radleians in their careers, starting while they are at Radley and then throughout their lives. Vital to this are our digital platforms, Radley Connect and LinkedIn, which enable the whole community to share information, network, and seek and offer help.

## Development Office Structure

The Development Office comprises a closely-knit and energetic team, structured as below. The spirit within the team is a highly collaborative one: weekly team meetings help in reviewing progress and agreeing upcoming priorities; team-members assist each other in creating, developing and implementing initiatives:



## Role Summary

Key Responsibilities:

### Community-Wide Appeals & Regular Giving Programme Support

- Support the implementation of fundraising initiatives by assisting with targeted appeals, digital campaigns, and regular communication with current and potential donors.
- Preparing and drafting key fundraising communications and related literature, both in print and online, in collaboration with other team members.
- Work with the Data and Insights Manager to segment the data for mailings.
- Analyse giving trends within the regular donor base and offer recommendations for improving engagement and participation.

### Donor Communications and Content Creation

- Assist in drafting donor-focused content, including impact stories, case studies, and testimonials that illustrate how donations support Radley's mission and objectives.
- Support the Head of Philanthropy in the production of the annual Impact Report.
- Work in close partnership with the Engagement Officer to develop and deliver communications that integrate alumni engagement with philanthropic messaging.
- Establish and build on relationships with the Radley community, particularly Old Radleians, parents and former staff.

## Event Support

- Work closely with the Events Coordinator to support development events, ensuring that donor-specific needs are met, and that follow-up occurs post-event.
- Liaise with the Data and Insights Manager to track donor interactions, ensuring data accuracy and compliance with GDPR regulations.

## Prospect Research and Qualification

- Researching prospective donors and other key stakeholders as part of the College's fundraising and engagement strategy.
- Develop profiles of potential major donors to assist the Head of Philanthropy in strategy development.
- Work with the Radleian Society Associate Director and Data & Insights Manager to leverage Old Radleian (OR) networks and ensure the Development team has access to updated, segmented lists of prospective donors.

## Operational & Administrative Support

- Provide operational support to the Head of Philanthropy, tracking engagement activities, and preparing donor briefing materials.
- Provide administrative support for gift processing, including accurately recording donations, managing acknowledgments, and ensuring timely updates to the donor database.
- Attending engagement and stewardship events as required, occasionally on evenings or at weekends.
- Undertake such other duties as reasonably required from time to time.



# How to apply

Applications are submitted by following the link on the school's website [Operational Vacancies - Radley College](#)

The deadline for applications is 12 midday on Wednesday 8 January. Interviews will take place during the week commencing Monday 13 January at Radley College. Selected candidates will be invited to a second interview on Thursday 16 January or Friday 17 January.



## Safeguarding

Safeguarding is at the heart of all we do in the school.

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 and Keeping Children Safe in Education 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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

