



RADLEY

# Foundation Manager The Department & Role

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

# 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 receive 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 receive 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.

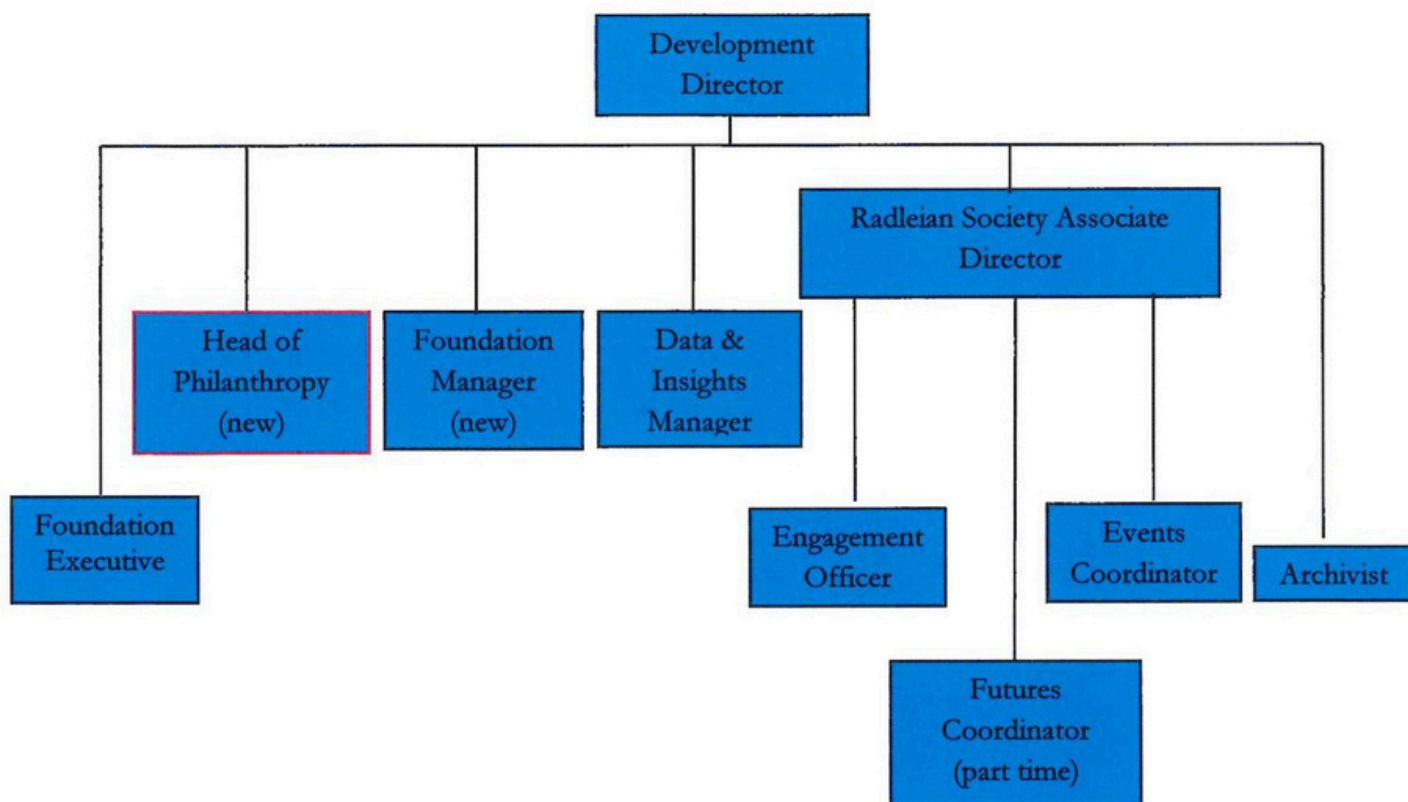
## The Radleian Society – alumni and broader community engagement

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.



# The Role

## Key Responsibilities

- Overall management of the Foundation's annual fundraising programme of gifts up to £10k, events programme, and publications;
- Develop and manage the annual appeal and regular giving programmes to support the Foundation's ongoing campaigns;
- Create, design and produce all fundraising communications and gift forms;
- Develop and manage the legacy programme and meet with potential legacy prospects;
- Consider and implement innovative and creative fundraising initiatives to ensure the Foundation's fundraising message is clear and engaging to all audiences;
- Set up and develop a new leadership gift programme for donations of £1k – £10k. Research, cultivate and solicit potential leadership donors;
- Utilise data-driven strategies to expand and retain donor support and collaborate with the Data and Insights Manager to identify potential supporters within the Radley network;
- Work with the Data & Insights Manager to ensure the database, gift collection processes (including credit card and direct debit donations) and gift administration processes (including all thank you letters and reminders) are all managed effectively;
- Work with the Foundation Executive to ensure donors receive targeted and timely stewardship;
- Attend all relevant Foundation and Radleian Society events – which will include some evening and weekend work;
- Work with the Engagement Officer to produce all of the Foundation's publications and communications, including the annual Impact Report;
- Contribute to the Foundation's fundraising annual targets and KPIs, personal objectives will be set annually and reviewed monthly;
- Maintain accurate, up-to-date and GDPR-compliant constituent records.

# The Role

## Candidate Criteria

- Passion for the transformational impact of education and empathy with Radley's Strategic Vision, and an appreciation of tradition and history as well as innovation;
- Extensive annual fund and regular giving fundraising experience, preferably within an educational setting;
- Experience of fundraising including all or some of the following techniques: face-to-face, direct mail, online and digital and legacy fundraising. Knowledge of relevant fundraising processes and policies;
- The ability to write and speak messages that are clear, convincing and inspiring. Experience of writing and managing mass communications by letter and email;
- Attention to detail and deadlines with the ability to manage multiple projects over long periods;
- The ability to work successfully with a wide range of people including the Development Office, teaching and operational staff, alumni, parents and pupils;
- Proficient in MS Teams, Office and CRM database systems like Raisers Edge NXT.