



Felsted

JOB DESCRIPTION

Engagement and Development Officer (July 2025)

The Role

The Development Office is responsible for nurturing strong links with our Felsted Community which includes alumni (Old Felstedians), current and former parents, current and former staff, and other well-wishers. It delivers an integrated and varied programme of communications, events, fundraising activities, and stewardship to keep our community engaged with the life of the school. It promotes a culture of 'giving back' in terms of time, talent, and philanthropy.

The Engagement and Development Officer will support the school's engagement and fundraising programme, appealing and adding value for our target groups and supporting the school's strategic aims around building and promoting a culture of philanthropy.

In October 2024, Felsted's Development team won an 'Independent Schools of the Year Award 2024' for its work.

Role includes:

Engagement

- Supporting the implementation of the engagement programme, including digital and print communications and campaigns, and face to face events, that reflect the school's values and vision and promote Felsted as deserving of investment, in terms of both time and money
- Creating engaging digital content for website, social media, and e-newsletters, through written copy and design
- Supporting with content management for the annual magazine and other printed or digital impact communications
- Acting as the secretariat for the Old Felstedian Society Committee and working with them on their events programme, as part of the wider programme
- Acting as a point of contact for the Friends of Felsted and supporting their volunteer contribution, comms and events, as part of the wider programme
- Welcoming Old Felstedians back to school and conducting campus tours on an *ad hoc* basis
- Working closely with colleagues across the school to create and maintain pathways for alumni, parent, and staff participation in order to further its vision
- Working closely with colleagues in the Development and Marketing teams to create and disseminate content that supports the school's brand values and vision

Development

- Support the delivery of regular giving activities, which could include telethons, Giving Days and/or DM or e-DM solicitations, as well as an annual leavers' giving campaign
- Support with written and digital communications and face to face events promoting major fundraising campaigns
- Support with written and digital communications and face to face events promoting legacies
- Support the school's donor stewardship programme, which aims to ensure that donors are thanked and stewarded appropriately in a timely way
- Support with impact reporting and communications in order to raise awareness and understanding of the impact of philanthropy at the school among internal and external audiences

Operational

- Data entry and running of queries, reports and of lists using the departmental database, Raiser's Edge
- Gift entry, administration, reconciliation and reporting
- Responsible keeping database handbook up to date
- Capture constituent updated contacts accurately
- Support the team on annual leavers' onboarding, and biennial re-engagement and data capture campaigns
- Regular importing of staff data into Raiser's Edge
- Oversight of API Importacular, with support from IT
- Liaise with Archives as required

Other

- Keep up to date with current best practice and trends for engagement and advancement in schools
- Any other ad-hoc duties as reasonably requested
- Occasional evening and weekend working
- Any other ad-hoc duties as required by the Director or Development

Skills, Knowledge and Experience

Essential

- Degree or equivalent qualification
- Excellent communication, writing, and project management skills
- Excellent interpersonal skills, together with the ability to work collaboratively with colleagues and volunteers, especially during periods of high work volume
- The ability to prioritise a range of competing demands and work to tight deadlines as required
- Good attention to detail and data management skills
- High level ICT skills, especially using Google suite and CRM databases
- Discretion and a respect for confidentiality

Desirable

- Experience of communications and marketing and/or events management
- Experience in customer relationship management
- Experience with customer relationship databases, ideally Raiser's Edge or Salesforce

Reward and Recognition

- Annual leave allowance of 25 days each year plus public holidays

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop
- Employee assistance programme

Terms of Employment

- All-year round (52 weeks per year)
- 37.5 hours per week
- Monday to Friday from 08:30am to 5:00pm
- Salary of £30,000 to £34,000 dependent on experience
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____