

**Development Officer, Eastbournian Society Development Office.**

**From the Director.**

If you are looking for a creative opportunity where you can use your fundraising experience and stewardship skills to support an educational charity while developing your own career, this could be the role for you.

Leading on the implementation of the development office's strategic targets, you will plan and deliver a varied programme of solicitation and fundraising activities. You will use your knowledge and experience in communications to help drive ambitious plans ahead of the launch of the charity's bursaries fundraising campaign in 2023. Plans include the re-launch of our Legacy Club, The Devonshire Society, an art auction and a whole school Giving Day.

We are looking for an excellent communicator, with good people skills, and an ability to write persuasively. The ideal candidate will bring a positive attitude and will be both motivated and enthusiastic about seeking support for bursaries. Ideally, they will have fundraising experience in the third sector. In return for hard work, flexibility, and commitment to delivering results, we offer a friendly well-resourced office within a busy school that is committed to supporting the development of staff in their professional careers at all stages. If you are interested in an informal chat about the position do not hesitate to contact me on [ecbgarrett@eastbourne-college.co.uk](mailto:ecbgarrett@eastbourne-college.co.uk). I do hope that you are as excited about this role as we are, and I look forward to receiving your application.

Emma Garrett, Director, Eastbournian Society

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Eastbourne College (incorporated) 'ECi' is a charity that incorporates St Andrew's Prep School and Eastbourne College, a co-educational independent school (13-18 years), located in East Sussex.

We are seeking a Development Officer to join our thriving team within the Development Office and to help manage communications and stewardship with major donors and members of our Legacy Club, the Devonshire Society. They will also engage with local businesses, lead on corporate fundraising strategy and seek out funding from trusts and grant giving organisations.

One of our key strategic targets as a charity at ECi is to broaden access by dramatically increasing the number of life-changing, means-tested bursaries we award to children from lower income families each year.

The Development Officer will play an integral role in realising this strategic ambition, by raising funds to enable us to welcome children from a wide socio-economic mix to study at our schools. The Development Officer is responsible directly to the Director, Eastbournian Society and will join a team of four. As an employee at ECi you will enjoy working in a vibrant community within a strong team. As a day and boarding school, we are 'home' to many students and staff and, as such, and with our

wider Eastbournian Society (ES) community, we are a vibrant department and there are frequently activities taking place during the evenings and weekends.

Our staff value working in a healthy, caring environment and enjoy being part of the friendly connected ES, with the exceptional benefits that this opportunity brings. At the heart of the charity, the ES, brings together an extended family of former pupils from Eastbourne College (Old Eastbournians, OEs), St Andrew's Prep School (Old Androvians, OAs) and Ascham Prep School (Old Aschamians, OAs) which closed in 1977. The ES also incorporates current parents and staff, former members of staff, parents of former pupils, local businesses and other supporters.

We keep people connected - building relationships that last a lifetime in a mutually supportive and symbiotic way. We honour the traditions of our schools while embracing them as modern forward-thinking centres of excellence.

The ES offers an array of cultural, social, sporting, career and networking opportunities (the latter are for the benefit of sixth formers as well as ES members), communicates through regular newsletters and magazines, and maintains a website with current news and events updates. We also look after those benefactors who so generously support our schools, and seek out fundraising opportunities in order to build an endowment fund to pay for transformational bursaries.

The ES supports the schools in the charity through the nurturing and development of relationships within a wide community whose common interest is in the success of the schools. Many of our benefactors, as well as prospective parents are drawn from this community, and so you will work closely with the Director, Eastbournian Society and Marketing and Admissions departments to maintain and grow these relationships.

The Devonshire Society was created in 2002 and is Eastbourne College's legacy club. The Society has brought in over £4m since inception with bequests made to the College helping to fund bursaries, awards and scholarships, as well as providing funds for capital projects.

As a community we are growing and as a team we feel extremely fortunate to be part of such an engaged, talented, vibrant and fascinating staff body, living and working in such a stunning part of the country.

### **The Schools**

Eastbourne College and St Andrew's Prep, the schools within the charity provide education to children aged 9 months to 18 years. Both schools aim to educate children in a safe environment to lead happy, fulfilled lives. The schools provide a broad, progressive and connected education that takes place in the classroom, the house, the games field, the assembly hall and the wider community.

We operate on the basis of shared values: pursuit of excellence, participation, integrity, kindness, courtesy, and looking after others. We aim for all pupils to enjoy learning, we encourage their creativity and inspire them to be ambitious and successful, including in public exams. We provide an aspirational and healthy environment for pupils to experience personal success as well as celebrate the achievements of their friends.

Additional information about Eastbourne College can be found here:

[www.eastbourne-college.co.uk](http://www.eastbourne-college.co.uk)

Additional information about the Eastbournian Society can be found here:  
[www.eastbourniansociety.org](http://www.eastbourniansociety.org)

### **Job Description for Development Officer, Eastbournian Society Eastbourne College Incorporated**

- Job Title: Development Officer
- Responsible to: Director, Eastbournian Society. The Development Officer will work closely with the Director, Eastbournian Society who has overall charge of alumni and benefactor relations for both schools in the Charity, manages communications and relationships with major donors, and has responsibility for building the Devonshire Society legacy programme as part of the fundraising strategy for the charity.
- Relates to: Sub-committee of board of governors (ESDEC*i*)  
Development office team  
OEs (Old Eastbournians)  
OAs (Old Androvians and Old Aschamians)  
Eastbournian Society members  
Devonshire Society members  
The school archivists  
College departments including Academic Staff, Support Staff, Finance  
Relevant external sources eg. IDPE, Fundraising Regulator, Charities Commission, Telethon consultants, mailing houses, designers
- Job Summary: The Development Officer will support the Director, Eastbournian Society to successfully implement the fundraising strategy. They will be charged with increasing the number of regular gifts to the charity, increasing membership of the Devonshire Society and building relations with HNW individuals.

#### **Key responsibilities:**

##### **Strategic Planning and Projects (15%)**

- i. With the Director, Eastbournian Society devise a plan and set targets for donor solicitation and engagement, and legacy giving.
- ii. Deliver the strategy and plan using the Toucantech CRM, working closely with the Director, Eastbournian Society and the Database and Communications Manager.
- iii. Provide efficient reporting and analysis of regular, one-off gifts and legacy giving to the Director, Eastbournian Society.
- iv. Work closely with alumni overseas including BSUF in US.

### **Stewardship and recognition (15%)**

- i. Manage, extend and enhance membership of the Devonshire Society
- ii. Review regular givers and manage donor journey
- iii. With the Director, Eastbournian Society grow stewardship programmes which engage donors to increase their interest and giving to the charity.
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### **Legacies and face-to-face fundraising (25%)**

- i. Investigate giving opportunities with new and regular donors, developing them to become donors of larger gifts, and legacies.
- ii. Develop membership of the legacy programme and keep under review all print and online legacy resources
- iii. Manage a portfolio of potential and existing donors including identifying, cultivating, soliciting and stewarding as necessary. This will include some face-to-face solicitations.

### **Giving Day and Telethon (35%)**

- i. Working with the Director, Eastbournian Society and other key stakeholders, plan and manage a cross charity Giving Day and regular Telethons including: the recruitment and management of student callers and helpers, call pool selection, segmentation, setting giving levels, call room management, mailing strategy, social media support, thanking donors and liaison with external consultants and College and St Andrew's departments.
- ii. Working with the Director, Eastbournian Society and other key stakeholders, plan and manage Telethons and a cross charity Giving Day including: the recruitment and management of student callers and helpers, call pool selection, segmentation, setting giving levels, call room management, mailing strategy, social media support, thanking donors and liaison with external consultants and College and St Andrew's departments.

### **Other duties (10%)**

- i. Keep under review, with the Director of Development, all data protection, Fundraising Regulator and Charity Commission protocols
- ii. Work closely with the office administrator to respond to all enquiries concerning regular, mid-level and legacy giving in a timely and professional manner, by post, email and phone as appropriate.
- iii. Ensure the Toucantech database is kept up to date with all relevant information, donor journey and actions including all solicitations (mass and individual), thank you letters and emails.
- iv. Professional development – set aside time for increasing knowledge such as networking on and offline, training on and offline, listening to podcasts, reading directly relating to the role
- v. Any other duties as directed by Director, Eastbournian Society commensurate with the level of this post

In fulfilling these responsibilities the Development Officer will:

- . Recruit new benefactors who wish to leave a legacy to the Charity
- . Assist with the creation of appropriate associated literature and digital content

- Help promote and improve the profile of both schools within the existing Eastbournian Society membership and to encourage those who are so minded to recommend the school

### **Key Qualities**

- The successful candidate will be a driven 'people person', who will show initiative and possess strong interpersonal skills, key to building and nurturing relationships across the Charity with all stakeholders and within the wider community
- They will need to work as part of a team and to have a flexible, sociable, can-do attitude
- They will need to demonstrate initiative and be a self-starter who can manage their own workload

### **Educational Qualifications**

Qualified to Degree standard.

GCSE grades A-C/4-9 in English and Maths.

### **Skills and abilities**

- Excellent administrative and communication skills.
- Excellent time management. Attention to detail.
- Willingness to learn and adapt to changing technologies.
- Commitment to the protection of children and young people.

### **Desirable**

- Professional qualification in fundraising
- Excellent IT skills; experience of using desktop publishing and image editing software (ie Adobe In Design, Photoshop) for invitation, poster and programme design, experience with ToucanTech.
- Experience of alumni relations/fundraising/administration in the education sector.
- Charity fundraising experience.
- Awareness of fundraising in a digital world would be beneficial to reach new audiences and broaden engagement whilst nurturing (and without alienating) those who appreciate more traditional means of communication.

### **Hours**

This position is a full time role, 5 days a week. Basic hours are 9-5.30 however, the Development Officer will be required to work some weekends and evenings to support ES events and functions. Time off in lieu will be awarded for additional hours worked. The Charity is open to flexible working.

### **Salary**

The successful applicant will be remunerated at a level representing their skills and qualifications.

### **Holiday**

Full time staff are entitled to five weeks annual leave plus bank holidays to be taken during school/college holidays by agreement with your line manager. Please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given.

### **Other benefits include:**

- Meals are available during times when the school's kitchens are in operation

- Use of sports and other charity facilities
- Free tickets to charity productions
- Annual pay review

### **Pension**

After three months' service, the successful applicant may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on level of earnings. The Charity will contribute five per cent of gross salary and the successful applicant will be expected to contribute three per cent. Employees may choose to opt out of the scheme.

### **Confidentiality and Data Protection**

A strict code of confidentiality must be adhered to at all times.

The successful applicant will be required to have an up-to-date knowledge of the Data Protection Act and ensure that data protection laws are adhered to.

### **Safeguarding statement**

The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The Charity is a non-smoking establishment and an equal opportunities employer.

### **How to Apply**

To apply, please visit [www.eastbourne-college.co.uk/contact/employment-opportunities/](http://www.eastbourne-college.co.uk/contact/employment-opportunities/) and click the Apply Now button to complete the mandatory application form.

A CV and covering letter of application (addressed to the Director, Eastbournian Society), evidencing your suitability for the post against the job description and person specification described above, should be uploaded with this online application form.

For further information please contact [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk)

All applications must be received by **Friday 25 March 2023**

All candidates will be contacted shortly after the closing date with interviews taking place at the College thereafter.