

**Job Description**

**Job Title: Executive Assistant**

**Department: Development Office**

**Accountable to: Development Director**

**Responsible for: No Direct reports**

**Purpose of the Job:**

To support the work of the Development Director and the Development Office team in raising substantial charitable sums for Stowe and its ‘Change 100’ mission to provide life-changing educational opportunity for talented and deserving children.

**Context:**

Stowe is one of the country’s best-known independent Schools. It is a co-educational boarding and day School of just over 800 pupils for children aged 13 to 18.

Over the last twenty years, Stowe School has benefitted, through the engagement and generosity of its community of alumni (‘Old Stoics’), parents and other friends of the School, from substantial charitable support. Along with facilitating the restoration of the historic House, this generosity and partnership has enabled the fabric of the School to be transformed, with the creation of important new academic infrastructure and opportunities for teaching and learning: principally within the areas of Science, Art, Music, Drama and Sport.

This essential programme of renewal and improvement is now nearing completion and, coinciding with the celebration of the School’s Centenary in three years’ time, our focus is moving to a mission of crucial, long-term importance to the School. Through *Change 100*, we will be seeking to raise the funds for a substantial endowment fund that will provide means-tested financial assistance for talented and deserving pupils in the future who would never otherwise have the opportunity of a Stowe education.

The post-holder will therefore be involved, over the years ahead, in setting up and sustaining one of the most ambitious and exciting projects that Stowe School will have undertaken in its history.

**The Development Office:**

The Development Office is a small and energetic team, located at the heart of the School and within the historic House. It runs two principal and distinct functions within Stowe: the activities of the Old Stoic Society, which brings together the network of over 8,000 living alumni of the School around the world; and fundraising for Stowe through our two charitable trusts – Stowe School Foundation and Stowe House Preservation Trust. The Executive Assistant will play an important role primarily within the fundraising function of the Office.

**Key Responsibilities and Accountabilities:**

Reporting directly into the Development Director:

* To be the main researcher within the team, providing insight into potentially valuable prospect donor groups, organisations and individuals.
* To manage and co-ordinate important, specific fundraising events, activities and initiatives as required.
* To provide day-to-day support for the Development Director.

**Key Tasks:**

1. **Research:**
	1. Adopting a proactive, tenacious and intelligent approach to identifying and evaluating PMDs (Potential Major Donors) - principally amongst the Parent and Old Stoic constituency, but also to include grant-giving organisations, trusts and foundations, livery companies and other groups as appropriate.
	2. ‘Owning’ the development and enhancing of the Campaign prospect lists and data-files – ensuring they are kept up-to-date and user-friendly.
	3. Interrogating and segmenting data to identify new potential target groups and individuals.
	4. Providing in-depth background briefing notes on PMDs as required to the Development Director and any others who may be involved in approaches to those individuals.
2. **Fundraising activities and initiatives:**
	1. Assistance in the co-ordination, management and staging of fundraising events at Stowe and elsewhere, dealing with all parties as necessary.
	2. Co-ordinating as required specific fundraising appeals and other initiatives, dealing with external and internal agencies as necessary.
	3. Helping to assemble fundraising literature and other materials that bring specific fundraising projects to life.
3. **Support for the Development Director:**
	1. Effectively handling incoming and outgoing telephone calls – from current donors, prospective donors, external agencies and other parties as required.
	2. Liaising with other departments as and when necessary.
	3. Maintaining a detailed record of departmental expenditure, including budget setting.
	4. Assisting with the production of presentations as required.
	5. Producing and formatting of letters and other communications with donors/prospect donors, for the Development Director.
	6. Also providing support for specific aspects of the work of the Development Manager, as necessary.
	7. Maintaining the departmental diary, filing and stationery supplies.
4. **Adherence to statutory Health and Safety and Data Protection Legislation at all times.**

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Educated to degree level (or equivalent)
 |  |
| **Specialist Skills & Experience** | * Excellent IT skills
* Considerable attention to detail
* A natural ability to ‘multi-task’
* A extremely congenial, mature and professional approach to handling personal contacts
 | * A knowledge of and experience in using databases
 |
| **Personal Qualities** | * Strong team-worker – ability to thrive in a small, closely-knit, and dedicated team.
* Methodical and organised
* Self-motivated and a self-starter
* Excellent telephone manner
 | * Genuine interest in people
* Self-confidence
 |

There will be occasions when the post-holder will be required to work outside normal office hours (for example in supporting alumni and fundraising events)

**Values and Behaviours**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

Date Agreed: October 2020