

Job Description

Job Title:	Fundraising Communications Executive
Hours of Work:	3 days a week – days and hours to be agreed
Department:	Development Office
Job Grade:	6
Accountable to:	Deputy Development Director
Number of direct reports:	N/A
Budgetary responsibility:	N/A
Location:	Stowe School
Purpose of the role:	To support the work of the Director and Deputy Director of Development in developing and strengthening relationships with both donors and non-donors, through impactful and regular Campaign for Stowe communications.

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House, Ashfold and Winchester House) was created in January 2021 and is situated on four separate sites in Buckinghamshire and Northamptonshire. Across the four schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues.

The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time.

The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous.

Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual.

Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

Key Responsibilities and Accountabilities:

1. To manage the content creation and production of year-round donor stewardship communications
2. To manage the content creation and production of the annual Campaign for Stowe Impact Report
3. To maintain and update the Development pages of the Stowe community website
4. To co-ordinate the social media strategy of the Development office
5. To create and produce Development content led articles for Stowe publications through the year

Key Tasks

1 Donor Stewardship Communications

- 1 To develop and produce
 - Termly Campaign for Stowe digital newsletter updates sent to all donors
 - Campaign and/or audience specific updates for Change 100 supporters such as:
 - * September Change 100 update featuring Change 100 Beneficiary Profiles
 - * Vision for Sport progress updates to donors
 - * Prep School fundraising campaign progress updates
 - * American Friends of Stowe annual newsletter
2. To work with individuals and agencies, internally and externally to co-ordinate content creation and production of the annual Campaign for Stowe Impact Report for print and digital distribution
3. Develop and maintain content on the Development pages of the Stowe community website, working closely with the Marketing and Old Stoic departments

4.	To develop our online presence, working closely with the Marketing and Old Stoic departments on:
	- Creation of one Development focused impact post per month on Old Stoic Instagram and Facebook accounts - Creation of Development focused impact led articles on Old Stoic LinkedIn channel throughout the year
5.	Working with the Development and Deputy Development Director, and in close association with the Old Stoic Director and Marketing team, to write and produce Development led articles for inclusion in Stowe publications such as the Corinthian magazine (annual) and Stowemail (2x termly)

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 and Experience	• Exceptional ability to communicate and write accurately, elegantly and coherently • Very strong verbal communication skills • Considerable attention to detail • Excellent PC and Microsoft Office literacy • A degree of creative flair and an eye for design	• Digital design experience • A knowledge of and experience in using databases (ideally, but not necessarily, Raisers Edge)
Personal Qualities	• Exceptional inter-personal skills – an ability to get on with and build relationships with all types of people • Superb organisational and skills, with an ability to multi-task • Strong team-worker – ability to thrive in a small, close-knit team	

This job description and Person Specification 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

Date Agreed: September 2026

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Fundraising Communications Executive, we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5