



RADLEY

Database Manager

Abingdon, Oxfordshire | Start Summer 2025

KEY INFORMATION

The role of Database Manager plays an integral part in the Development Office – providing data management and insight services to all members of the team in order to support the success of our events, communications and fundraising.

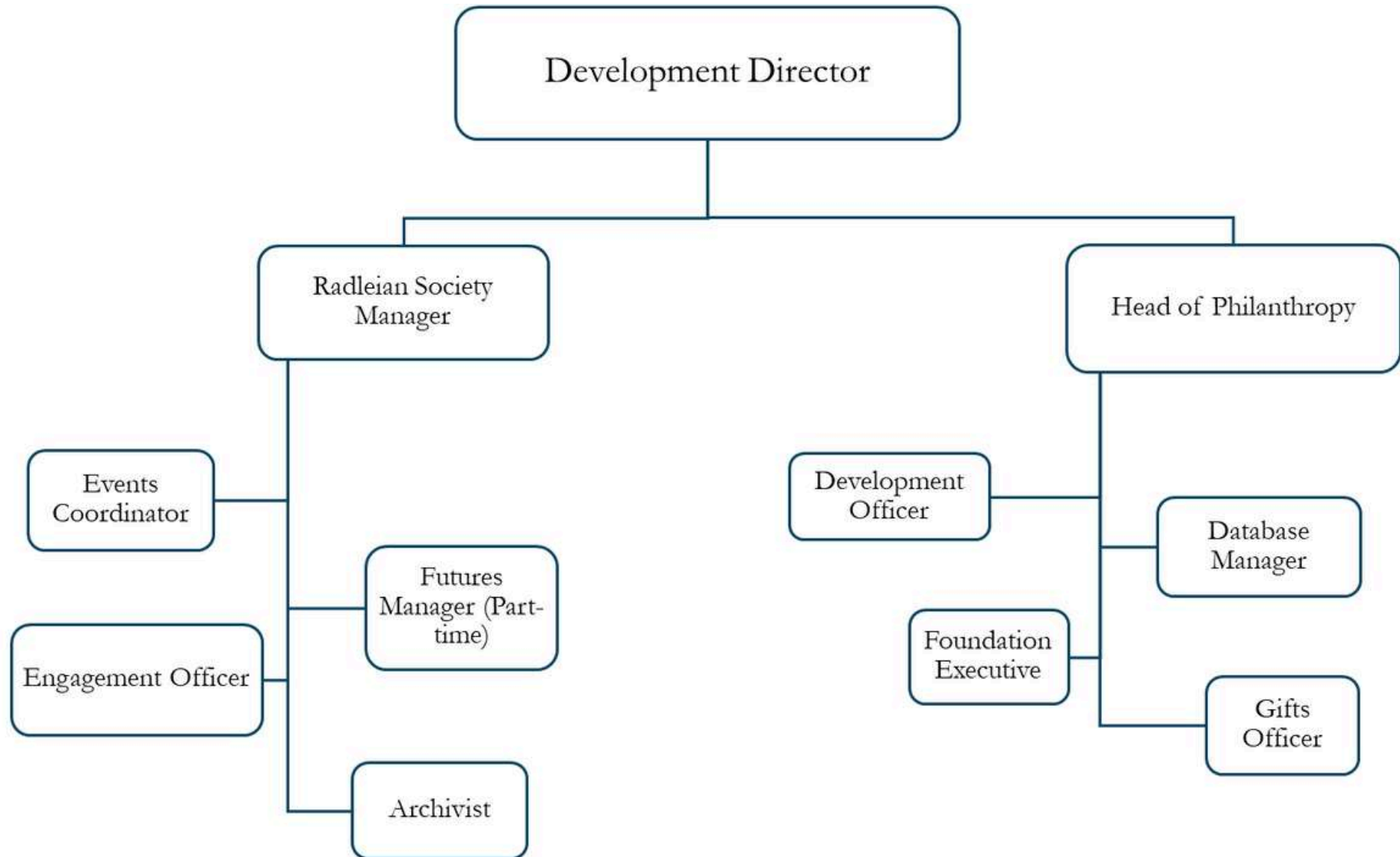
Reporting to the Head of Philanthropy, you will play a pivotal role in our fundraising efforts by managing data, generating reports, conducting analytics, ensuring data protection compliance, and overseeing financial processing within the Development Office. You will also have responsibility for supporting the Radleian Society events, communications and Business Network programme by providing data in a timely fashion and through ongoing strategic data analysis to help us to continuously improve the success of our engagement activities.

We are seeking an individual who is an expert in CRM, highly organised and detail-orientated, a creative thinker, innovative problem-solver, and proactive team player. This role will be ideal for an experienced data professional in the charities sector.



Development Office

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:



Key Responsibilities

Database Management and Maintenance

- Oversight and management of the Development Office databases and similar platforms – Raiser's Edge NXT and Graduway's Radley Connect.
- Maintain the overall integrity and quality of data, including regular data input and enrichment.
- Ongoing review and update of procedures for the use of the databases by the team to increase efficiency and ensure consistency.
- Optimise the database by keeping informed of forthcoming enhancements to its functionality. Guide members of the team in the appropriate use of existing and new functionality and provide training when necessary.
- Manage the relationship with the external database provider and ensure database back-up and security is managed effectively by the provider.
- Serve as the CRM lead, supporting colleagues in effective data use, driving system improvements, and ensuring best practice in data management and compliance

Reporting and Analysis

- Provide regular reporting, exciting data visualisations and in-depth analysis on relevant aspects of the Development Office, including fundraising, communications, event attendance, and other key areas as necessary to inform future strategies and key decision-making.
- Support the Head of Philanthropy and Development Director in prospect management, including research to identify new prospects, support prospect cultivation, set appropriate ask amounts for donations and other processes relevant to maximising fundraising potential.
- Support the Radleian Society to ensure the processes around community engagement activities are effective, such as targeting and segmenting emails, and ensuring the event sign up journey is pain-free through our systems.
- Explore new insights and trial solutions to support the day-to-day running of the Office.
- Work with internal data holders to ensure the relationship between other College databases and records is effective and secure.
- Maintain accurate records and manage regular gathering process of new data, contact details changes and other key information.
- Ensure the database and other relevant portals work seamlessly within the College website as required.





Donations and Financial Management

- Process donations, pledges and related transactions and record appropriately.
- Reconcile gifts with the Radley Foundation bank account.
- Process Gift Aid claims on behalf of the Radley Foundation.
- Liaise with the College Bursary on financial record keeping, including annual audits.
- Liaise with external organisations to ensure donations are tax efficient, including the Radley Foundation's international partner organisations.
- Create annual donor acknowledgement lists and thank you letters.
- Regularly review gift processing systems and procedures to ensure efficiency.
- Support the Foundation Executive in the identification and implementation of donor stewardship strategies.

Events & Communications

- Advise on and provide mailing data for large-scale physical mailings of publications and invitations.
- Analyse and track the impact and effectiveness of our events and communication activities.
- Analyse and develop the effectiveness of our networking platform, Radley Connect.
- Produce personalised letters, emails and other communications to key stake holders as required.
- Develop and maintain warm relationships with members of the Radley community of Old Radleians, parents, staff members and other supporters and friends of the College.
- Assist with other such duties within the department as may reasonably be expected, including occasional attendance at events.

Data Protection

- Keep up to date on GDPR, PECR, ePrivacy, Data Protection guidelines, legislation and laws and ensure the department is compliant.
- Liaise as necessary with other data owners and experts within the College on best practice, and external to the College, including the Old Radleian Heads of sports clubs.
- Ensure relevant Data Protection policies are up to date and regularly reviewed.

Candidate Criteria

Essential criteria

- Proven expertise working on a CRM software/database (such as Blackbaud Raiser's Edge/NXT or Graduway).
- A curiosity to find new insights and solutions for data processing and analysis.
- Excellent IT skills including a comprehensive knowledge of Microsoft Office.
- A high level of organisational and administrative ability including managing competing priorities to meet deadlines.
- A positive, practical and proactive attitude.
- Ability to input and manage data with great accuracy and with strong eye for detail.
- A team player with excellent communication and interpersonal skills that can be applied at all levels.

Desirable criteria

- Experience working in the charities or education sector.
- Knowledge of GDPR, PECR, ePrivacy and related legislation and guidance.
- A passion for philanthropy and education.
- Educated to degree level.





RADLEY COLLEGE

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes us special.

Founded in 1847, Radley is proud of its tradition but is celebrated for academic excellence, innovation, and dynamism. We are fortunate to do all of this on a beautiful 800-acre campus with genuinely world-class facilities a few miles from the thriving city of Oxford.

We aim to nurture intellectual entrepreneurs; boys who can use their strong academic understanding to solve real-world problems. Exam results matter and our excellent A-Level and GCSE results evidence this. But we know that life doesn't have a syllabus, so we work hard to equip boys with the characteristics, life skills and values that will help them thrive in the workplace and in life.

Beyond the classroom, opportunities are limitless. Our boys excel on the sports field, in the concert hall, on stage and as part of our partnerships programme. Community is the central pillar of our ethos. All our boys meet in Chapel five days a week and we eat centrally, which helps to foster a sense of connection across the College.

STAFF BENEFITS

- 33 days holiday per annum, including bank holidays. This increases by one day each year to a maximum of 38 days.
- Contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year!).
- Reduced membership of our nine-hole golf course.
- Employee Assistance Programme.
- College sickness scheme.
- Free school meals during term time.
- Free parking on site.

APPLICATION PROCESS

Applications should be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and if successful we may withdraw the advert prior to the closing date.

Closing date for applications is 12noon, Thursday 24 April with interviews to take place week commencing 6 May.

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of your application being unsuccessful, please be assured that all copies of identification will be destroyed.





SAFEGUARDING

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.



What strikes you is how kind and nurturing it is... it's the care Radley shows for the boys that is most remarkable.

TATLER SCHOOLS GUIDE 2024



RADLEY