



University of Oxford
**St Edmund
Hall**

**Job Description – Further Particulars
Development Officer – Regular Giving**

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford.

The Hall was acquired, but not absorbed, by the Queen's College in 1557. For centuries, Queen's appointed the Principal of the Hall, which continued to exist separately and self-determining. In 1913, the University, realising now the importance of this last link with medieval Oxford, refused to allow Queen's to absorb the Hall and an order was made in Council preserving the Hall's separate identity and a Royal Charter was granted for full collegiate status in 1957. However, the ancient name of "Hall" was retained, to reflect its long history and pre-collegiate roots.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects and offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. Our undergraduates come from all backgrounds and include students from the UK and the world. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

Further information about the College can be found by visiting the [College Website](#).

2. Introduction to the Development & Alumni Relations Office (DARO)

The Hall has an alumni constituency of approximately 10,000 Old Members – called Aularians (from *aula*, Latin for *hall*). DARO runs an extensive events and communications programme designed to foster and deepen relationships between the Hall and its alumni and to secure financial support from alumni and other friends of the Hall. DARO currently comprises a team of four; the Director of Development, the Campaign Development Manager, the Alumni Relations and Events Manager, the Development Operations Officer and this post, the Development Officer – Regular Giving. While each member has specific responsibilities, considerable teamwork is expected.

3. Reporting to:

The Director of Development.

5. About the Post

This is a career development role and will appeal to someone who may already have some experience of fundraising, who is passionate about higher education and wishes to advance their skills in a highly successful college development and alumni relations office. This role will focus on regular giving and wider fundraising support, whilst there will also be the opportunity to take the lead on some more general projects and responsibilities. The Development Office can be a busy and demanding environment at times as the team work to engage the College community to capitalise on our philanthropic potential and successfully complete the current HALLmarks campaign in line with our ten-year strategic plan.

6. Job Description

Regular Giving, Fundraising Support and Stewardship

1. Deliver specific regular giving fundraising campaigns which may include Giving Days, Telethon, leavers' gift and developing written material for direct mail and emails and managing the logistical aspects of campaigns e.g. working with mailing houses, printers, and designer.
2. Manage the Year Group Ambassadors network, including writing mailings and communications from and sending on their behalf via DARS and the delivery of the annual network meeting and dinner.
3. Support major gift fundraising with drafting/editing of cases for support and proposal development as required.

Alumni Relations, Communications and Event Co-ordination

4. Assist the Alumni Relations Manager with the organisation, coordination and promotion of alumni events within College, the UK and overseas in liaison with colleagues, external suppliers, and venue contacts. These include but are not limited to dinners, lectures, networking events and regional events.
5. Manage Development and Alumni Relations event bookings and queries and ensure all event information is managed effectively using DARS (the University of Oxford's Development and Alumni Relations System database).
6. Attend events both in Oxford and other venues some of which may involve working during the evenings and weekends (for which time off in lieu will be given).
7. Help to keep the College's networking site, Aularian Connect, the HALLmarks web pages, and the Alumni and Development social media web pages up to date as required.
8. Monitor information for the Magazine (the College record), such as obituaries and alumni news and forward to the Editor.
9. Assist with the production and fulfilment of *The Aularian* and other College publications.

Alumni Database Management

- 10. Regular upkeep of DARS ensuring all College constituent records are maintained with the most current information.
- 12. Building data queries and producing exports and reports accurately and in a timely fashion to support the day-to-day work of the DARO team.
- 13. Where directed and in line with current legislation, undertake prospect research as required.

Gift Administration and Financial Reporting

- 14. Ensure regular gifts are processed and uploaded to DARS and acknowledged in a timely manner in collaboration with the Development Operations Officer.

The post-holder may be required to carry out other duties as required by the Director of Development or Development team cognate with the areas listed above.

The Job Description may be reviewed periodically in conjunction with the post holder and the requirements of the College.

7. Selection criteria/Person specification

Requirements	Essential and desirable criteria	
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Education/qualifications		
Good standard of education to degree level or equivalent qualification/experience.	√	
Experience		
Experience of working in a fundraising environment.	√	
Experience of office administration.	√	
Experience of dealing with highly sensitive and confidential information.	√	
Experience of using research tools.		√
Experience of working in a higher education environment or comparable organisation.		√
Experience of working with a CRM database.		√
Skills, knowledge, interests and abilities		
Extensive knowledge of MS Office including Word, PowerPoint, and Excel	√	
Able to work on own initiative with a positive approach to problem solving and as a member of a small team.	√	
Strong intellectual capacity with a keen attention to details.	√	
Strong written and verbal communication and numeracy skills	√	
Ability to form strong relationships with alumni, students, staff, and other stakeholders of the College.	√	
Knowledge of relevant legislation, including tax-efficient giving and Data Protection.		√

8. Terms and Conditions

Appointment:	This is a full-time, permanent post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	The salary reflects the University Scale at Grade 5 (£27,131 to £32,348 per annum). Appointments are normally made to the bottom point of the grade, however the starting point will depend on qualifications and experience. Automatic progression takes place on August 1 for support staff provided they have been in post for at least three months prior to the incremental date until the maximum point is achieved.
Hours of Work:	Normal hours of work will be 35 hours per week, usually 9.00am to 5.00pm, with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 28 days, comprising 8 public holidays and 20 working days. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. In addition, the College has 8-10 closed days per year, which do not count towards annual leave. Where public holidays fall in term time, the Development Officer may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Director of Development.
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

9. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees;
2. A current CV;
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **GMT 09:00 on Monday February 20, 2023**. Applications can also be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held on Thursday, February 23 or Friday, February 24, 2023, in Oxford.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*

4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*