



**Job Description – Further Particulars**  
**Regular Giving Officer (12-month fixed term contract)**

**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 13<sup>th</sup> 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 and our 10 year strategic plan 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 five; the Director of Development, the Deputy Director of Development, the Head of Alumni Relations and Events, the Development Operations Officer, the College Events Officer and this post, the Regular Giving Officer. While each member has specific responsibilities, considerable teamwork is expected.

### **3. Reporting to:**

The Deputy Director of Development

### **4. About the Post**

The post holder will raise funds for the [HALLmarks campaign](#), raising funds through targeted communications, direct mail and email appeals, telephone fundraising appeals, online campaigns and face-to-face asks (up to £10,000). The post holder will also steward new and existing donors and develop fundraising literature such as cases for support and proposals. The successful candidate will be highly motivated and have a proven knowledge of fundraising techniques in relation to regular giving. They will need to demonstrate a close attention to detail, a sound understanding of the issues relating to data protection, and an openness to innovative regular giving techniques. As a fundraising role within the team, the post holder will be well supported by the Deputy Director of Development and have an achievable but ambitious financial target as part of their annual objectives.

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.

### **5. Job Description**

#### *Fundraising and Stewardship*

1. Working with the Deputy Director of Development, the post holder will be responsible for developing, reviewing, and overseeing the regular giving strategy for the College to achieve maximum long term secured income and alumni participation rates for the College.
2. Deliver specific fundraising appeals for HALLmarks which may include Giving Days, the Telethon, leavers' gifts and developing written material for direct mail and emails and managing the logistical aspects of mini-campaigns and appeals e.g. working with mailing houses, printers, and designers.
3. Manage and grow the Year Group Ambassadors Network, including writing mailings and communications and sending on their behalf via DARS and the delivery of the annual network meeting and dinner.
4. Cultivate, steward and research prospects within the alumni base at the sub £10,000 capacity, particularly to encourage greater participation rates and support for the Norham St Edmund capital project, as the main fundraising priority for the HALLmarks campaign.
5. Support targeted fundraising with drafting/editing of cases for support and proposal development as required.
6. Ensure regular gifts are thanked and processed and all interactions uploaded to DARS and acknowledged in a timely manner in collaboration with the Development Operations Officer.
7. Attend relevant DARO 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).
8. Regular upkeep of DARS ensuring all College constituent records are maintained with the most

current information.

9. Building data queries and producing exports and reports accurately and in a timely fashion to analyse and enhance data held on our alumni donor community.
10. Where directed and in line with current legislation, undertake prospect research as required to identify new prospects.
11. Network with other regular giving professionals at Oxford and in other universities and organisations to keep current on new practices and opportunities.
12. The post-holder may be required to carry out other duties as required by the Deputy Director of Development or Development team aligned to the areas listed above.

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

## 6. Selection criteria/Person specification

Requirements	Essential and desirable criteria	
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<b>Education/qualifications</b>		
Good standard of education to degree level or equivalent qualification/experience.	√	
<b>Experience</b>		
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.		√
<b>Skills, knowledge, interests and abilities</b>		
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.		√

## 7. Terms and Conditions

Appointment:	This is a full-time, fixed term post for 12 months to cover a secondment 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. The successful candidate would be expected to commence employment at the beginning of July or as soon as possible thereafter.
Probationary Period:	There will be a probationary period of three 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 2 months on either side.
Salary:	The salary reflects the St Edmund Hall Scale at Grade 6 (£33,482 to £36,204 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 1 August 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 32 days (inclusive of bank holidays). The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Regular Giving 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 Deputy 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) and annual flu vaccination.
Pension:	The post-holder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they notify the College otherwise.

## 8. 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](mailto:recruitment@seh.ox.ac.uk). **Please note there is no deadline, and applications will be assessed on a rolling basis.** The vacancy will close as soon as a suitable candidate has been found, and you are therefore encouraged to apply early. Applications can also be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews will be held for shortlisted candidates.

Informal enquiries about the post should be directed to the Deputy Director of Development, Thomas Sprent, at [thomas.sprent@seh.ox.ac.uk](mailto:thomas.sprent@seh.ox.ac.uk) or [recruitment@seh.ox.ac.uk](mailto: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](mailto: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.*

5. *Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.*