Magdalen College Oxford

DEVELOPMENT MANAGER
FULL-TIME
(Job Reference: DO17004)

Magdalen College is inviting applications from experienced fundraisers for a senior post within its Development Office. The Development Manager will be responsible for undertaking regular face-to-face fundraising visits to alumni in the UK and overseas and developing the College’s successful Regular Giving programme through line-managing the Database Insight & Research Officer and the Development Assistant/Officer. Further information about the College and its Development Office is available from the website: www.magd.ox.ac.uk.

You would join a friendly, team-spirited office comprised of eight individuals tasked with continuing the College’s success in alumni relations and fundraising. Reporting to the Development Director, you will be responsible for ensuring continued increases in the volume and value of donations from alumni and helping to deliver best practice in the area of Regular Giving. The position requires excellent communication skills, particularly face-to-face; project management skills, and a creative approach.

Job Description

The Development Manager has responsibility and strategic oversight for:

- Face-to-face fundraising for those with a potential to give between £1,000-£25,000
- The College’s Regular Giving Programme to include Telethons, Mailings and Online Giving. Identifying and implementing new strategies to improve participation and gift amounts within the small/medium gift categories
- The production of fundraising materials, both print and online, in collaboration with the Communications Officer
- All stewardship and recognition programmes for donors up to £25,000
- All research and identification of potential major gift prospects from regular donors
- Recording, analysis, interpretation and presentation of performance data
To be achieved by:

- Undertaking regular face-to-face meetings with alumni, primarily in London and occasionally overseas
- Line managing the Development Assistant/Officer and working with external consultants to ensure that Telethon programmes are within budget and meeting agreed targets
- Line managing the Development Assistant/Officer to ensure the successful delivery of a comprehensive Mailing programme
- Working with the Head of Alumni Engagement to develop a comprehensive stewardship programme for regular donors
- Working with the Communications Officer to deliver persuasive and innovative fundraising materials
- Working with the Communications Officer to introduce and develop online giving via Web and email solicitations and managing the Development Assistant/Officer in implementing these
- Line managing the Data Insight & Research Officer to ensure effective management of prospect pools
- Line managing the Data Insight & Research Officer to ensure efficient Gift Registry, Revenue Records and Reporting
- Attending Student Support Committee meetings
- Attending alumni and fundraising events where appropriate

The list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed by your supervisor to ensure the Development Office can operate an efficient service at all times.

**Person Specification**

**ESSENTIAL**

- A successful track record of fundraising, ideally including face-to-face, demonstrating the ability to meet or exceed targets
- Strong writing skills and, more generally, excellent communication skills
- Excellent project management skills
- A desire to help the Development Office achieve its targets by innovative and creative use of new media
- A mature outlook and creative approach
- An ability to deal with issues of a sensitive nature
- An interest in higher education
- Confident use of the Microsoft Office toolset and the Internet and broad confidence in a range of software applications including email, web browsers etc.
**DESIRABLE**

- Experience of working with a CRM database such as Raiser’s Edge or DARS
- Experience working with Telephone fundraising
- Experience of managing a small team

**Salary and Benefits**

The salary offered will be on University Grade 6, £30,688 - £36,613 per annum. There is the opportunity for career progression within the Development Office and the College is committed to the professional development of its staff.

Benefits include:

- Membership of contributory pension scheme.
- Free lunches.
- Car parking may be available.
- Use of sports facilities.
- Optional contributory Healthcare Scheme.
- Bus pass purchase scheme.
- Holiday entitlement is 30 days per annum plus bank holidays. Some bank holidays could be considered a normal working day and they may need to be taken at a later date. Some restrictions may apply when holiday cannot be taken to ensure the smooth running of the Development Office. Some set days holiday must be taken when the College is closed.

**Hours of Work**

36.5 hours per week, Monday to Friday. The hours of work will generally be 08.30 to 17.00, with a 16.00 finish on a Friday but flexible working arrangements can be considered. There may be an occasional need to work evenings or weekends, primarily in Oxford or London, which will be agreed by prior arrangement with the Development Director; under these circumstances, time will be given in lieu.

**Applications**

Please complete the College application form and send it, together with the recruitment monitoring form, to Human Resources Assistant, Magdalen College, Oxford, OX1 4AU. If you do not wish the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Friday 15th September. Interviews are expected to take place on Wednesday 27th September. Late or incomplete applications will not be accepted.